



Sanjib Hazarika

Govt Liasoning | Marketing | Supply Chain | Procurement | Logistic
|Transportation | Warehousing & Store operation

Seeking a senior-level role in Administrative Management & Operation, logistics, Transporter & Store, Procurement utilizing 18 years of industry experience and proficiency in Government liaisoning to enhance operational efficiency and regulatory adherence

CONTACT DETAIL

- 📍 Guwahati, Assam, India
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CORE COMPETENCIES

- Government Liaisoning
- Logistics Operations
- Warehouse /Store Management
- Inventory Optimization
- Resource Optimization
- Transportation Management
- Supply Chain Operations
- Marketing
- Government Projects
- Vendor Management
- Client/ Stakeholder Management

EDUCATION

- B. Com(Commerce)
Guwahati University 2005

EXECUTIVE SUMMARY

- 18 years of multi industrial experience Govt Liasoning, Marketing, Logistic & Supply Chain, Procurement, Transportation, Warehousing & Store Process & operation Result Oriented professional offering over all
- Govt Liasoning, Marketing, Wealth of expertise in Meeting arrangement, conference, resolving Local issues with local peoples, District administration & Police department
- Front-led major role in directing end-to-end team managing experience of 25 staff and 67 site staff
- Logistic management & operation, Supply chain, Procurement, Transportation, Warehouse / Store management inclusive of maintaining inventory records, stock control, shortages, tracking details, for on-time reporting delivery at project site
- Exhibited excellence in maintaining Transporters day-to-day relationship with Vendors, Customers & Freight Forwarders from placement of order till delivery of cargo as to ensure achievement of service & quality norms
- Skilled in implementing warehouse / Stores rationalization strategies to optimize distribution network & reduce complexity along with reduction in costs and enhancement of services, inventory records, stock control and shortages
- Proficient in strategic planning, organizational design, staff management, direction, coordination, and reporting to drive efficiency and success in various roles and responsibilities

WORK EXPERIENCE

D KUMAR GROUPS

Chief Corporate Manager - Marketing Jan 2023 to Present

- Govt Liasoning, Corporate affairs, administration, Statuary compliance & Licensing including Marketing, Business Development, Revenue Generation
- Marketing & Achievement of production targets for the unit within the cost, time, and quality norms.
- Spearheading product marketing efforts for GRP tank sales and overseeing the staging of projects within the PHE Department, including installation and new business development
- Managing and supervising of WRD Scheme / projects & JJM project initiated by the Government of Assam
- Establishing sales targets, production target with team and ensure implementation of cost reduction/efficiency improvement through process changes/improvements & follow ups.
- To ensure regular monitoring, of the performance of all departments Marketing, Logistic & Supply Chain, Procurement, Transportation, Warehousing & Store Process & operation.
- Collaborating closely with the marketing team to drive business growth and meet set targets
- Monitoring, weekly planning for the business growth of the company

COMPUTER SKILL

- MS Office, Tally, ERP, SAP
Database system & Internet

SOFT SKILLS

- Communicator
- Coordinator
- Negotiator
- Change Agent
- Collaborator
- Innovator
- Planner
- Thinker

PERSONAL DETAILS

Date of Birth: 13thJan' 1979

Languages Known:

English, Hindi, Assamese & Bengali

Permanent Address:

House No 10 (A) Bishnu path
Ganeshnagar Basistha
Guwahati 781029
Assam

PREVIOUS EXPERIENCE

STAR CEMENT LIMITED

Assistant Manager (Logistic) Apr 2017 - Jan 2023

Assistant Manager (Accounts) Feb 2013 - Mar 2017

KRA for Assistant Manager –(Logistic)- Star Cement Ltd

- Led the logistic team and collaborated with transporter owners and drivers to ensure the smooth functioning of the supply chain for both inbound and outbound materials, establishing a network system with the logistic team
- Daily distributed orders to transporters and maintained follow-up for timely dispatch
- Coordinated activities between marketing, dispatch, packing plants, and depots (warehouses) to facilitate cement dispatch till destination both trade and non-trade sales, within stipulated time frames
- Managed warehousing and storage, oversaw inventory, and coordinated transportation and trucking activities
- Oversaw road transportation and distribution networks, particularly for dealers, including monitoring freight
- Tracked order movements from the plant to dealers, ensuring smooth operations and timely cement deliveries
- Engaged in local liaisoning & Project start up for the Glass factory project at Nagoan (Jiyajuri)

KRA for Assistant Manager (Accounts) - Star Cement Ltd

- Managed Govt liaison activities with multiple Govt departments for statutory works and compliance, including Assam Secretariat Dispur, Industries department, DIC, AIDC, AIIDC, MSME, Pollution Control Board, Central Excise, Sales Tax, ESI, Service Tax, PF, DC Office, Electricity board, CGST, AGST, GMC, and Labor Office, Local Police, addressing community issues and providing support
- Oversaw subsidy-related matters, including Capital Subsidy, Eligibility Certificate, Transport Subsidy, Interest Subsidy, and Insurance Subsidy
- Ensured timely submission of official accounting documents, returns, and required paperwork to relevant Govt departments
- Managed C-Form and road permit receipt and utilization report
- Supervised store operations, Controlled store inventories, including incoming and outgoing materials maintained organizational standards, and conducted stock taking and reconciliation

Zobe India Private Limited.

Executive Accounts Jun 2006 To Feb 2012

- Managed Guwahati Factory accounts, including purchase & sales accounts including store management for Excise-related tasks (invoices, returns, registers), sales invoices, dispatches, C-Forms road permit, Govt subsidies, Handled ESI, EPF, Service Tax, and Sales Tax
- Liaised with Govt departments for Excise, Import & Export, Service Tax, Sales Tax, ESI, DI, DIC, Labor Office and subsidy works, statutory works compliance
- Oversaw receiving, warehousing, distribution, and security operations while ensuring staff safety, Controlled store inventories, supervised operations, and conducted stocktaking and reconciliation

Bosch Limited (Formerly, Motor Industries Company Ltd)

Accountant Apr 2005 to May 2006

- Oversaw Guwahati regional sales office accounts, including cash book, general ledger, receipts, payments, and billing, ESI, EPF, Professional tax, Service Tax, and Sales Tax, supervision of material dispatches through in house warehouse with C&F Agent

Guwahati Assam

Sanjib Hazarika