

SANDEEP DEVRAM LOKHANDE

C-9, Harshal Residency, Vatan Nagar, Talegaon Dabhade, Tal – Maval, Pune-410507 | C: +91 8600122622

E-mail id: sunniesandeep@gmail.com

SUMMARY

A highly efficient Operations Manager expertized in successfully managing and developing best operational processes, General logistics & Purchasing Policies, Warehouse and Inventory Planning. Possessing a wide range of knowledge and skill set that has been helpful to contribute towards the success and growth of the company.

KEY SKILLS

Strategic Planning
Financial Oversight
Organizational Improvement
Analytical Thinking
Vendor Management
Project Management

Business Development
System Implementation
Negotiation Expert
Resiliency
Purchase

Supply Chain Management
Leadership & Team Building
Effective Communication
Future Focused
Warehouse Operations

WORK EXPERIENCE

10 years of experience in Strategic Planning, Purchase & Vendor Management, Stores and Warehouse Operations, Logistics Management, Business Development & Customer Relations, ERP Administration and System Administration

Teknovace Wood Coatings Pvt. Ltd.
Operations Manager

March 2019 to Present

- ❖ **End to End Supply Chain Management**
- ❖ **System Implementation: Purchase, Warehouse Operations, Logistics, ERP implementation & MIS Reporting**
- ❖ Frequently Travel domestic and international for exhibition, conference and Seminar.
- ❖ Developing project management roadmap to define project objectives, timelines and milestones.
- ❖ Implementing policies and standard operating procedures.
- ❖ Implementation of Nomenclature procedures and standards for new code generation for all Materials that are purchased and manufactured.
- ❖ Align processes, resource planning and department goals with overall strategy to appraise the results.
- ❖ Negotiating contracts and formulate policies related to purchase, supplies & services.
- ❖ Registration for MPCB Consent, Factory License, MEPL and other such legal process
- ❖ Cultivated strong business relationships with clients to increase overall experience, satisfaction and retention rates.
- ❖ Warehouse Control, Stocks and Inventory Planning

- ❖ **Head: Procurement, Stores & Logistics.**
- ❖ Understood and shaped the company's strategy related to Purchase and Invoicing.
- ❖ Executed physical relocation of Raw Materials & Finished Goods to New Storage Facility, including design of floorplan and maintaining transitional efficiency.
- ❖ Managed and allocated staff and material resources to meet higher productivity goals.
- ❖ Conducting research and data analysis to inform business decisions.
- ❖ Locate Vendors of materials, equipment or supplies and Conduct meeting related to Orders, Product availability and Terms of sales.
- ❖ Analyze market and delivery systems in order to assess present and future material availability.
- ❖ Develop and implement purchase and contract management instructions, policies, and procedures.
- ❖ Overseeing receiving, warehousing, distribution and maintenance operations
- ❖ Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- ❖ Recruit, select, orient, coach and motivate employees
- ❖ Maintain standards of health, hygiene, safety and security.
- ❖ Preparing reports and statistics on regular basis - MIS report, Monthly sales report as per Location and Marketing report, Purchase report.
- ❖ Collaborate with transport companies to have proper supply chain management.
- ❖ End to End management of ERP project and responsible for the successful completion of the project. Continuously update the system to meet evolving needs and priorities.
- ❖ Project & Event Management. Handling Product Promotional Activities.

Menlo Worldwide Logistics (Client: General Motors India Pvt. Ltd.)
Logistics Specialist Senior (MIS Head & System Administration)

January 2011 to October 2014

- ❖ MIS Head: Lead the team of 6 MIS Executives.
- ❖ Preparing Daily and Monthly Consolidated Reports for all Warehouses present in PAN India.
- ❖ Data Analysis & preparing monthly Review Reports
- ❖ Maintaining KPI on Daily and Monthly basis.
- ❖ Reviewing and updating the standard IMS policies as per the change in system.
- ❖ Co-ordinating with Transporters for Bills and Carrier Vehicles for Dispatch.
- ❖ Maintaining all the administration documents required for Audit purpose.
- ❖ Coordinating with all the Dealer and Customers of Chevrolet India Pvt. Ltd. (GM India) present in Pan India and resolve all the issues related to Invoicing & Dispatch
- ❖ Physical verification of FGY Stock on daily and monthly basis with system stock
- ❖ SAP systems – Dispatch Module
- ❖ Lean Co-ordination

Mphasis an HP Company
Customer Care Executive

April 2010 to December 2010

- ❖ Handling Inbound Calls of Customers and supporting them in their Daily Banking Activities, Visa & Line of Credit accounts.
- ❖ Serving Customers with the Best Suitable Account Plan and Change the Account Plans for the Customers
- ❖ Opening of New Accounts, Visa and Line of Credits.
- ❖ Applying for Various kinds of Loans as per Customer Needs and their Profile.
- ❖ Making Account Transfers, Third Party Transfers, Bill Payments & Visa Payments
- ❖ Support and guide customers to activate their Internet Banking accounts.
- ❖ Performing Foreign Exchange Transfers.

Awards of Recognition:

- ❖ Yearly Award for Outstanding Performance and Dedication (Year 2017) : Kupsa Coatings Pvt. Ltd.

Academic Qualification:

- ❖ Bachelor of Science: Botany, from University of Pune

Additional Qualifications:

- ❖ Extensive course of CNC Operating and Programming with 'A' Grade certification.

Additional Knowledge:

- ❖ Microsoft Dynamics Navision 2013 / 2016 (Complete Functionality)
- ❖ SAP Dispatch Module
- ❖ Adobe Illustrator CC
- ❖ MS-Office 2016
- ❖ Tally ERP

Language Known:

- ❖ English, Hindi and Marathi

I hereby declare that the above mentioned information is correct and complete to best of my knowledge.

Sandeep Lokhande