



Naveen Kumar

UNIT MANAGER – Satyam Roller Flour Mills

CORE COMPETENCIES

- Supply Chain Management
- Warehouse Management
- Job Safety Analysis
- Inventory Management
- Material Planning
- Logistics Operations
- Purchase Operations
- Contract Management
- Vendor Management
- Quality Assurance
- Transportation Management
- Factory Manager
- Manufacturing Management
- Environment Management
- Safety Audit
- Production Planning
- Risk Assessment
- Risk Identification
- Project Management
- Back Office
- Leadership Skills
- Interpersonal Skills
- Management Skills
- Team Handling
- Team Leading
- People Management
- Dispatch
- Reverse Logistics
- Service Operations Management
- procurement manager
- Material Management
- Purchase Planning
- Inventory Management
- Purchase Management
- Purchase Operations
- Vendor Development
- Quality Assurance
- Price Negotiation
- Strategic Sourcing
- Vendor Development
- Govt Authority
- Factory Licence Renewal
- Factory Liaisoning

Profile Summary

- ❖ Result-oriented professional with over **24+ years** of total experience which includes experience in **Warehouse Management & Accounting**
- ❖ Experience in managing warehouse operations such as receiving of goods, storage space, systems implementation and movement of goods
- ❖ Hands-on experience in administering logistics operations involving coordinating with companies for transport, C&F agents & other external agencies to achieve seamless & cost-effective transport solutions
- ❖ Expertise in developing request for purchase quotes; excellence in reviewing procurement volumes by vendor & product class / type, thereby identifying areas for rate / frame contracts and finalizing the same
- ❖ Excellence in collaborating with vendors for efficient negotiations on price, delivery schedule and other terms & conditions
- ❖ Complied with state & local warehousing, material handling and shipping requirements by studying existing & new legislation; enforced adherence to requirements and advised the management on needed actions
- ❖ Expertise in monitoring receipt of all incoming materials, receiving inspection, storage, issue, stock verification, stores accounting (valuation), stock control, identification of surplus & obsolete materials and disposal of scrap
- ❖ Proven track record in implementing cost saving measures to achieve substantial reduction in terms of transport solutions and clearances, indigenization, value engineering and vendor base reorganization
- ❖ Achievement-oriented professional with excellent people management skills and capability to manage change with ease

Work Experience

May 2009–Till date **Satyam Roller Flour Mills Pvt. LTD** **Navi Mumbai, INDIA**
Designation: **Unit Manager** (Pan India Operations)

- Managing all the departments by coordinating with Purchasers, Suppliers, Operation deptt. Managing financial of the firm by acting as accounting head.
- Heading **Unit Team of 16 personnel** - *Purchase Officer, Sales Team, Hr., Department, Back Office peoples, Logistics, Warehouse*, and obtaining timely delivery of materials at favorable terms to ensure smooth warehouse operations
- Managing standardized receiving, stocking, checking & housekeeping procedures and conducting hazardous material / safety training for employees; ensuring adherence to store SOPs, conducting regular audits and complying with all legal requirements / licenses for warehouse, Ascertaining First In First Out (FIFO) / Last In First Out (LIFO) for all products with efficient storage of materials and spare parts according to the quality measures & procedures
- Ensuring minimum / maximum stock level utilization and maintaining records related to the same on regular basis
- Developing & implementing key strategies for the purchase of materials from sources; achieving cost reduction in procurement and packaging
- Maintaining physical condition of warehouse by planning & implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement
- Mapping all daily warehouse activities, achieving greater control and repeatability on each shift

ACCOUNTING SKILLS

- All Taxation(GST, TDS, IT return)
- Balance sheet
- P&L Sheet
- Debit/Credit Note issue
- Deduction & Deposition of PF ESI
- Trial balance
- Supplier and bank reconciliations
- Correspondence with bank, depot & supplier raise

IT SKILLS

- Microsoft Excel
- Excel
- VLOOKUP
- Pivot Table
- MS Office Word
- Mis Reporting

EDUCATION

- Completed **M.Com. (I) with second division from University of Rajasthan, Jaipur in 1996.**
- The Institute of Computer Accountant, Delhi, 2008
- **ICA (Industrial Certified Accountant)** where got in-depth knowledge of Financial accounting software, Advanced Practical Accounts and taxation.

PERSONAL DETAILS

CONTACT

+91 98927 20201
+91 79772 60739

EMAIL

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LANGUAGE KNOWN

Hindi & English

CURRENT CTC

8 L.P.A

PASSPORT DETAILS

Available on Request

PREFERRED LOCATION

Ready To Relocate , Abroad,
Overseas

- Establishing operational procedures for activities such as verification of incoming & outgoing shipments, managing disposition of materials and keeping warehouse inventory current
- Providing logistical support for inventory control stores & shortage management; managing supply chain for distributing goods in warehouse to end-users for achievement of targets within specified parameters
- Preparing Goods Receipt Note (GRN) and Goods Rejection Memo (in case of goods rejected), Using inventory management system & procedure for effective stores management and inventory control thus ensuring ready availability of materials to meet the project targets
- Coordinating with staff for day-to-day warehouse operations; maintained stock as per the standards & requirements; managed all activities of physical audit of warehouses
- Supervising all incoming & outgoing materials through Barcoding System; managing all contracts & agreements of transportation & other work related to warehouse
- Providing inputs for planning of freight & implementation of plan as per the budgets; ensuring cost reduction and operational efficiency continuously
- Ascertaining effective housekeeping by checking for spillage of oils, dirty walls, obstructions, and so on
- Performing visual inspection of stock received for damages; evaluating quality reports against material incoming / before job work
- Administering daily operations of transportation point anywhere in India
- Ensuring utilization of godown & machinery maintenance as per the requirements
- Generating sales invoice as per customer the PO; managing correspondence, receiving calls and solving the customer's queries

Previous Experience

Dec 2000 –May 09 **M/S Yadav Roller Flour Mills LTD** **Delhi, INDIA**

Designation: **Account's Manager** (Pan India Operations)

- Handled all the accounting operations that include taxation, wages distribution, reconciliations, and invoices. Also managed the purchase dept. as well for the last 4 years

Dec96–Nov 2000 **Parle Agro LTD** **Bahadurgarh, INDIA**

Designation: **Accountant**

- Worked as an accountant where handled all the accounting operations like taxation, invoices, wages distribution etc.