



GOVT. DEFENCE SECTOR - 15.3 Years &

Private Sector 13.3 Years Experiences



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SUDHIR KUMAR

Overall Experience - 28 Years and 8 Months

PREFERRED LOCATION -- HARIDWAR (UTTARAKHAND)

Desired Job Title --- Logistics with Sales & Dispatch Planning Assistant Manager

Can take additional Responsibility --Company Security & Administration Officer

FMCG / MNC and other Company --Manufacturing / Production Plant

Key Skills

Strategic Planning

Office Administration

Logistics & Transportation

Dispatch Planning & Controlling

Well Control on Transporters

Well Control on Vehicle Drivers

Controlling on Manpower

Dispatches on FIFO Basis

Batch Wise Dispatches

Tracking of FG Batch CFA Wise

Well control on 5S Activities

Maintaining good house keeping

Security Management

Training & Knowledge Sharing

Team Building & Leadership

Time Management

Records & Documents of Audit

Proper Export Documentation

Certifications

ISO 9001 : 2008 Certification

Halal Audit Certification

AYUSH Audit Certification

Profile Summary

- **Performance-driven professional with over 13.3 years** of rich and extensive experience in Facilities & Logistics Administration and people Management.
- **People Leader**, who has successfully led and motivated teams in crosscultural environment towards growth & success in organization; created a clear and compelling view of future through coaching and execution.
- **Strategized the long-term & short-term administrative directions** to ensure operational excellence in line with organizational objectives.
- **Strong Facilities acumen**, with expertise in ensuring that facilities meet government regulations and environmental, health and security standards.
- **Logistics and Transportation Specialist** with immense success in managing operations involving coordinating with companies for transport, C&F agents, and other external agencies to achieve seamless & cost-effective transport solutions.
- **Administration Specialist** with excellence in gathering and understanding requirements of clients, contractors & other multiple stakeholders (at strategic and tactical levels), followed by translation into functional specifications as well as provisioning of suitable solutions.
- **Proven capability in developing security frameworks**, conceptualizing security policies, and ensuring compliance with security standards & procedures.
 - Rich exposure in generating IVMS report daily / weekly / monthly basis and taking further action based on the report.
 - Knowledge of the installation and tracking procedure of **Track 24 and Mix Telematics IVMS system**.
 - Achievement-oriented professional with excellent people management skills and an ability to manage change with ease.

Objective

• I, Sudhir Kumar. My Objective that I want to learn always in my life. I fully dedicated for my works, which allotted to me. I want to give my works, which allotted to me. I want to give my 100% for my allotted to me. I want to give my 100% for my allotted work. My motto that the Honesty is the Great Power of life. I believe in God. Always, I dedicate my works to God. I always do my best. I learn every moment and use it in my work. I give my 100 % to complete my work. I love my work.

Awards

During the service in Chodayil Private Limited, I have been awarded as **STAR PERFORMER FOR GOOD HOUSE KEEPING MANAGEMENT FOR THE YEAR (2018 - 2019)**, as well as good control on the **Manpower (Logistics and Production Floor)**.



Technical Skills	
Windows 2000, Windows 7/8/10	
MS Office 2013 and Office 365	
MS Office 2003/ 2007/ 2010	
ERP Oracle & ERP Tally 9.0	
Soft Skills	
Problem Solver	
Communicator	
Planner	
Solution Provider	
Achievements	
BORN TO WIN COURSE & CERTIFICATE (2010 - 2011)	
I, Individual handle the Complete works of the Dispatches and the Logistics and Arrangement of the vehicles and good control on the Transporters, Drivers, Company Manpower also.	
In the Financial year (2020-2021), a records 10,152 MT, FG (Soaps), timely dispatched [Covid -19, lock]	
Knowledge Purview	
Stock Transfer Invoices	
Domestic Sales Invoices	
Export Invoices for outside India	
E Invoices, as effected, 1 Jan 2021	
E Way Bill as per E Invoices	
E Way Bill for Export Invoices	
Dispatches as per the Invoices	

Work Experience

- **Developed & executed high-level administration activities**, made high - stakes decisions, and overcame complex business challenges using an experience -backed judgment, strong work ethics and irreproachable integrity.
- **Formulated facilities operations in new and growth areas** and motivated people to perform beyond their normal past established skills and levels through effective strategic & tactical management decisions.
- **Created and sustained a dynamic environment** that fosters the development opportunities & motivates the high performance amongst the team members Collaborated with :
 - **Sub-contractors, vendors & stakeholders while keeping stake holders** informed of progress and issues to manage expectations on all project requirements and deliverables.
 - **Insurance companies** for vehicle accident issues
 - **Other Operational Departments** for facilities and transportation requirement.
 - **Training and arranged** employees Project / Site related Trainings.
 - Logistic team and arranged the employees transportation for their trainings / courses.
 - Subcontractors for manpower hiring and their mobilization, trainings, inductions, fitness to work.
 - Facility coordinator for all issues related to securities and cleaners for offering timely and efficient services.
 - Implemented stringent security systems/ measures to establish and maintain security standards in compliance with the prescribed norms.
 - Managed Transport Coordinators to ensure timely & efficient services
 - **Materials requisition and LPO related** to the Office Administration, Logistics & Facility.
 - **Systems in the organization** to ensure proper documentation of the receipts & invoices of Vehicle usage policy.
 - Implemented COVID19 protocols in office, Facilities, Camp & Vehicle.
 - Driving habits of drivers are updates in the traffic rules and laws.

Professional Experience

Cholayil Private Limited, EXP [13 Year, 4 Months]

Sr. Executive Logistics (From 1 Jan 2009-7 Jun 2021)

Executive Production (From 1 Aug 2008-31 Dec 2008)

Sr. Supervisor Store (From 4 Feb 2008-31 Jul 2008)

In Cholayil, I was there from ----- 4 Feb 2008 - to 7 Jun 2021

- I have worked there as Senior Executive Logistics. During this period, I have learnt a lot. The last financial year, Year 2020 - 2021, we have dispatched the maximum MT of FG. That was a record in there Cholayil.
- I was join there in Cholayil in February month of Year 2008. After that, a lot of improvements was done by me in this company and I fully dedicated myself in Cholayil. I love always my works. I enjoy my work.
- I do my best. I try to give my 100% effect to finish the my allotted work. In started, Year 2008, I had worked in ERP Tally 9.0. After that in April 2011, Orcle had come there. I had completed my works with fully dedication.
- Accountability of the FG, physically. and systematic. SKU wise arrangement of FG in the FG Storage area. Trashbility of FG CFA wise, warehouse wise and the SKU wise. Systematic dispatches as per the SKU. FIFO wise dispatches to CFA. I have maintained 5S in my area and got reward also.



Interests

- I have interest to finish my work before the allotted time.
- Maintain 5S in my work place area, so that I can done my work without any mistake.
- Good practice to maintain the official records and proper documentation.

Language

English	Both can Read, Write and
Hindi	Speak -- Frequently

Area of Excellence

Excellent in Dispatches

Excellent in all Logistics works

Excellent in Documentations

Excellent in Taxation works

Excellent in Export works

Excellent in E - Invoices

Excellent in E - Way Bills

Excellent in all Paper works

Training Attended

5S Activities Training

ISO Certifications

ERP ORCLE Training

GST Training for GST Invoices

PERSONAL DETAILS

D.O.B. === 10th. JUNE. 1972

- Logistics Management is a part of Supply chain Management
- Logistics management determines the procurement, storage and transportation of goods and material to their ultimate destination.

Government Defence Sector (19 Aug 1991 - 8 Dec 2006) As a Technical and Administration Officer

- I have done service in Government Defence Sector as a Technical Officer, from 19 Aug 91- 8 Dec 2006. I have gain from there about to repairing all type of communication's set / equipment for the communication with all troops.
 - As well as I was done there all types of official works, account works also. I have learn a lot of there from my Defence Sector job. I got different type of knowledge / Exprience form there (Government Defence Sector).
 1. Experience of Store Incharge, arrangement of all store items with 5S.
 2. Experience of the Account, maintain ledger, cash book, log book etc.
 3. Well maintain of all official documents like as item's log book files etc.
 4. Maintain discipline during my works, timely finish of all allotted works.

Education

- Gruduation (BA) from Choudhary Charan Singh University, Meerut (Uttar Pradesh) - Year 2005
- Intermediate (10+2) from U.P. Board Allahabad
- High School (10th) from U.P. Board Allahabad

Diploma

- Diploma in Electronics & Communications, From CAPF Polytechnic School, Tigri Camp, STS -I, Khanpur New Delhi (AICTE Approved College) - Year 2006

Career Timeline

- I try to give my 100% for my allotted work. Year 2008, I worked in ERP Tally 9 and since 1st April 2011, worked in Orcle. I have worked perfectly in Orcle. Systematic dispatches done in Orcle.
 - Perfect FG store inventory in Orcle. Excise done perfectly in Orcle System. GST implemented in System Invoices. Perfect checking of the FG Code and HSN Code, to generate the E Way bill, through the E Way Bill Portal. From Jan 2021, the E Invoices secessfully, implemented in the Orcle System. E Invoices included E Way Bill, also got secessfully impleme nted in the Orcle. I do my works with a proper system. My aim that work without any mistakes. Systematic arrangement of FG Stores. I implement the 5S in my work place.
 - Systematic dispatches as per the dispatch plan, as received for the warehouse / CFA. Better communication with the warehouse incharge or CFA Incharge. Arrangement of vehicles for timely dispatches and timely delivery of the stock. A better communication with the transporters for providing the vehicle.
- Prepare of the GST with E - Invoices, as effected from 1 Jan 2021. Preparation of E - way bill , as per the E - invoice and HSN CODE of the FG. Implement the GST, as per applicable for this particular FG & HSN CODE. I try to do, all works perfectly without any mistake.

Address



Sudhir Kumar, Shivalik Nagar, BHEL, Haridwar
Uttarakhand, PIN - 249403

MAIN FIELDS WITH IN LOGISTICS MANAGERMENTS

- 1 Procurement Logistics
- 2 Production Logistics
- 3 Distribution Logistics
- 4 Disposal Logistics



Dear

Sudhir Kumar

Medimix wouldn't have been possible
without 13 years of your service.

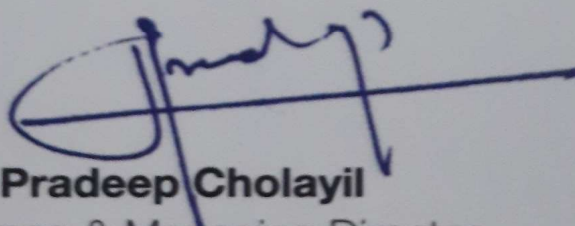
On the 50th year of Medimix, I take this
moment to thank you for your dedication
and resourcefulness for all these years.

50 years back Dr. Sidhan, my father sowed
the seed of Medimix. Together, we were able
to keep our Ayurvedic roots intact
and harness science to deliver only the
purest product to our customers.

Your passionate contribution motivates us
to constantly innovate and strengthen
Medimix's position with every passing year,
not just in India but globally.

Let's strive to move forward with a
promise to help our consumers live a life
in sync with nature.

Looking forward to many more years
of this association.



Pradeep Cholayil

Chairman & Managing Director
Cholayil Private Limited

50 YEARS
OF CELEBRATING SKIN

medimix
AYURVEDIC

GET SKINFIT WITH FAST ACTING AYURVEDA



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Celebrating 50 glorious years
CHOLAYIL PRIVATE LIMITED