

B MANOJ KUMAR

✉: kumarbmanoj27@gmail.com | 📞: 9462896527/ 9958895517 | Age: 30 | Gender: Male | Location: Delhi (NCR)

SUMMARY

Engineering professional with working experience of 8 years in Logistics, Road & Work Zone Safety, Thermal Power Plant Construction, Steam Boiler pressure part maintenance. Currently working as **Officer (3PL & Warehousing)** in **Nissin ABC Logistics Private Ltd.** Hands on experience in DC (Distribution Centre) Logistics operations, Warehouse Administration and Management. Team-oriented professional who works effectively with all level of employee in cross-functional teams.

AREAS OF EXPERTISE:

Automotive Logistics Operations	Manpower Planning & Handling	KPI Improvement & Kaizen
Risk Assessment & Mitigation	Audit Evaluation & Analysis	7 QC Tools & 5S
Structural Erection	Steam Boiler Maintenance	Site Supervision

PROFFESIONAL EXPERIENCE

Nissin ABC Logistics Pvt. Ltd, Gurugram (Haryana), Delhi NCR	Full time job
Officer (3PL & Warehousing)	19-June-2020 to Till date

Nature of work: Serving as **Project Manager** for **Suzuki Motorcycle India Pvt. Ltd.**

- ✓ Warehouse Management
 - Working closely with customer's cross functional teams as well as Internal, Fleet, HR & Accounts team.
 - Ensuring warehouse premise is thoroughly secured, clean and in operable condition by checking Fire safety and utility systems, Deputation of guards and housekeeping, Records, Random Surveillances.
 - Warehouse operational records examination.
 - Manage daily operational expenses.
- ✓ Administration & Manpower Planning
 - Develop/update Staff KRA (Key Responsibility Area).
 - Plan the manpower according to monthly production & dispatch plan of CBUs.
 - Collect and verify vendor bills, supporting documents in month end to process their payments.
 - Prepare and share staffs shift roster and maintain daily attendance.
- ✓ Operation Monitoring
 - SOP adherence check, update/revision in case of changes in process for both Domestic & Export.
 - Report in case of any FG transit or handling damages and take countermeasures to avoid in future.
 - FIFO management & 5S inspection.
- ✓ Quality Control
 - Statistical Process Control by studying time sheets of warehouse inbound & outbound activities.
 - Risk assessment and mitigation.
 - Analyse KPI shared by customer and take appropriate measures for its improvement.

Safety Circle India Pvt. Ltd., Chandigarh	Full time job
Instructor	03-June-2019 to 31-May-2020

Nature of work: Worked as **Instructor** for various organizations and corporate across the country.

- ✓ Warehouses and Road Work Zone Safety.
- ✓ Defensive Driving Sessions and Assessment programs for two wheelers, four wheelers and HMV users.
- ✓ Work Station activities & Campaigns during safety weeks and months.

Major Clients: Apollo Tyres, Shell, Siemens, Nestle, Tata Motors, Dr. Reddy, Reckitt Benckiser, Hindustan Unilever, Mankind, Nutricia, Coca-Cola, PPG Asian Paints, Aditya Birla, Standard Chartered, ICICI Bank etc.

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Cholamandalam MS Risk Services, Delhi NCR	Full time job
Safety Engineer	03-Apr-2017 to 31-May-2019

Nature of work: Served as **Logistics Safety Officer** for **India Yamaha Motors, Greater Noida (UP)**.

- ✓ Perform various risk management activities in order to reduce CBU damages.
- ✓ Vehicle Pre and Post-load Inspection, Loading and Unloading audits.
- ✓ SOP adherence audit, Damage Analysis, GPS Tracking.
- ✓ ESI (En-route Surprise Inspection), Mystery Follow-up, Dealer Hazard Mapping Studies.
- ✓ Defensive Driving Training, Driver Counselling and Tool-Box-Talk, Transport Supervisor Training.
- ✓ Accident Investigation, Formation of Activity Reports and Presentations.

Power Mech Projects Ltd, Suratgarh (Rajasthan)	Full time job
Engineer (SMX)	15-Jul-2014 to 26-Aug-2016

Nature of work: Served as **Site Engineer** for **BHEL, Suratgarh (RJ)**.

- ✓ Structural assembly and erection of Super Critical Thermal Power Plant Project (660X2=1320MW).
- ✓ Construction safety adherence for safe material handling/lifting.
- ✓ Ensure alignments are within standards as per FQP (Field Quality Plan).
- ✓ Preparing material requirement and maintaining Daily Progress Report (DPR).

Projects: ESP Structure 79-Group of PGMA, Boiler and Bunker Structure 35, 36, 34-Group of PGMA

VD Swami & Company Pvt. Ltd, Suratgarh (Rajasthan)	Full time job
Supervisor (Boiler Maintenance)	08-Jun-2012 to 14-Jul-2014

Nature of work: Served as **Maintenance Supervisor** for **SSTPS (250x6=1250MW), Suratgarh (RJ)**.

- ✓ Boiler pressure parts inspection and maintenance.
- ✓ Line-up for shutdowns and breakdowns.
- ✓ Maintenance of other accessories like soot blowers and valves associated with pressure parts.
- ✓ Routine inspections for pressure part valves and equipment safety.
- ✓ Maintain storage stock details and work details.

AWARDS & ACCOMPLISHMENTS

- ✓ **Certificate of Appreciation** for outstanding dedication and performance.
- ✓ **Certificate of Achievement** for successful Road Safety Week 2020.
- ✓ Awarded for well timed completion of Road Safety Campaign in **Nestle India Limited, Goa**.

TRAINING

- ✓ 30 days training programme on thermal power generation in SSTPS, Suratgarh.
- ✓ Training on road safety awareness contents.
- ✓ Training on public speaking skills.

KEY SKILLS

- ✓ Experience with multiple types of Platforms.
- ✓ Completed course of AutoCAD.
- ✓ Working proficiency using MS Office (Word, PowerPoint, Excel), MS Outlook.
- ✓ **Operating System:** Windows 10, Windows 8.1, Windows 8, Windows 7, Vista Windows XP

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ACADEMIC QUALIFICATIONS

Year of Passing	Graduation & Schools
2013	B. Tech - “Mechanical Engineering” with 63.08 percent aggregate. SS College of Engineering, Udaipur (RJ). Affiliated to Rajasthan Technical University, Kota.
2008	XII Standard with 53.85%. Sharma Bal Mandir, Suratgarh, Rajasthan. (RBSE, Ajmer)
2006	X Standard with 63.33%. Priyadarshini Public Sen. Sec. School, Suratgarh, Rajasthan. (RBSE, Ajmer)

EXTRA CO-CURRICULAR ACTIVITIES

- 1. Participated in Krishna Conscious Photography Contest 2014.
- 2. Volunteered in College functions.
- 3. Member of school music team in social awareness rallies.

STRENGTH

- 1. Prefer to do my work neat and clean with dedication.
- 2. Leadership and optimistic attitude.
- 3. Excellent oral and written communication skills.
- 4. Efficient in understanding of my responsibilities in team work.

PERSONAL DETAILS

Date of Birth	27/06/1991
Permanent Address	No.72, Agrahara Street, Valkai, Nannilam, Thiruvarur, Tamil Nadu, Pin:610105
Current Address	Bagh Wali Colony, Haileymandi, Pataudi, Gurugram, Haryana, Pin:122504
Languages Known	Hindi, English, Tamil
Marital Status	Married

PROFILE SUMMARY & OBJECTIVE

I am working as a Project Manager in Nissin ABC Logistics (Service provider to Suzuki Motorcycles) in “3PL & Warehousing” department. Further I am seeking a good position in leading Industry that offers growth opportunities and allows me to utilize my leadership skills and experience.