

SUMMARY

Over 11 years of experience in SCM Operation plant manufacturing. Currently responsible for replenishment of RM/PM, Oversee inventory and supply planning as per monthly requirement, prepare monthly production plan & align production priorities for production optimization.

PROFESSIONAL SKILLS

SAP HANA MM WM	Material Planning	Inventory Management
Vendor Management	Stock Reconciliation	Distribution & Inventory
Data analysis & reporting	Purchasing, Managing 3PL	Warehouse Operation

EMPLOYMENT DETAILS**Pioneer Adhesive, Inc.****(Formerly, Republic Chemical Industries Inc.)****February 2021 to till date****Assistant Manager Demand & Supply planning**

- Oversee inventory and supply planning as per monthly requirement.
- Periodically reviews of inventory level of RM/PM to ensure the correct amount of items are in stock.
- Prepare monthly production plan & align production priorities for production optimization.
- Review operation schedules and production requirements to ensure timely order fulfillment.
- Maintain updated and accurate records of inventory including transfers and cycle count.
- Prepare, generate and file Inventory reports.

**Petronas Lubricants India Pvt. Ltd.****Executive Warehouse – (RM & PM)****January 2020 to Feb. 2021**

Inventory Management for Plant & 3P manufacturing:

- Inward of raw material like base oil, additives, packaging material (domestic & Import) (for Plant & 3P)
- GRN entries in SAP & co-ordinate with finance team for vendor payment. (for Plant & 3P)
- Provide PM for production as per plan. (for Plant only)
- Material to be kept in identified area & maintain 5S. (for Plant only)
- Inventory Record Accuracy (IRA) to be carried out daily. (for Plant & 3P)
- Stock to be maintained with zero variance. Stock reconciliation on monthly basis. (for Plant & 3P)
- Space utilization for packaging material. (for Plant only)
- 3PL Filling order Management- Accountable for 3P filling process order management & reconciliation on weekly and monthly basis.

**Petronas Lubricants India Pvt. Ltd.****Warehouse Executive****19 January 2018 to Jan 2020****Material receipt:**

- Inward of raw material like base oil, additives, packaging material (domestic & Import)
- Managing weighbridge operations
- Inspect Vehicle & Material condition on receipt
- Check all document i.e. Invoice, LR, Product name, Product Code, Pick List, Vehicle Preloading checklist.
- Count all the material as per invoice.
- Any Difference shall be recorded & Informed to PLIPL
- Any Leakage / Damaged goods shall be kept separately & Transit Loss/ Damage/ Shortage Certificate have to be issued on same day. The same must be informed to PLIPL
- Material to be sent for stacking & GRN to be made.

Material Dispatch:

- Supply of raw material and packaging material to the filling line as per production plan
- Call Vehicle for loading
- Check Vehicle as per HSSE guidelines w.r.t. Vehicle condition, Floor & Vehicle Preloading checklist etc.
- Loading vehicle as per secured load, also ensure that material is not getting damage in transit.
- To generate Pick List & ensure that vehicle is loaded as per pick list
- Hand over complete documents to Driver (Invoice, pick list, vehicle preloading checklist, road permit
- Send Pre-Alert to Customers.

Order Management:

- Manage 3PL in customer service activities including order entry, customer satisfaction, interface with sales, production, labs, and quality ensuring that customer service creates competitive advantage in marketplace including resolving critical customer complaints
- Managing Customer Order fulfillment, OTIF (On Time in Full), FDFR (Fixed Day Fixed Rout) etc.
- Attend to both internal & external customers.
- Complaint resolution

**Shell India Markets Pvt. Ltd.****January 2017 to 18 January 2018****LSC Operation Executive (Terminal Operation)**

- Handling third party team to manage terminal operation at JNPT strictly adhering to organization's HSSE standard and policy.
- Responsible for stock accounting, monitoring and reporting day to day activity to line.
- Handling dispatch planning and GSAP transactions to manage effective vehicle turnaround at Terminal.
- Responsible for custom process for ex-bond, sending duty payment for the material to be dispatch.
- Maintaining custom related documents and coordinating with CHA
- Responsible for daily base oil stock reconciliation.
- Coordinating with the production department for daily Base oil dispatch through truck tanker.
- Responsible for safety check of the truck tankers to be loaded at Terminal.

**Shell India Markets Pvt. Ltd.****January 2013 to December 2016****Warehouse Assistant (Plant Operation)**

- Carried out warehouse activities including goods receipt, dispatch of finish goods.
- Managing loading of about 350 vehicles per month including direct dispatch.
- Managing about 1500 kl finished goods stock, about 800 kl of pack additive.
- Ensuring the right quantity & quality of products dispatch from warehouse with proper load securing.
- Verifying all stocks movement in the warehouse, periodical physical counts & stocks reconciliation.
- Removing leakage stocks from the warehouse & arrange for decanting & repacking of the same.
- Independently doing invoicing for bulk tanker & PFG including E-Sugam /way bill/Road Permit.
- Handling various type of report including daily production report, filling line rejection etc.

**Shell India Markets Pvt. Ltd.****August 2011 to December 2012****Material Officer (Plant Operation)**

- Responsible for taking inbound for packaging material.
- Responsible for taking GR for stock transfer material from JNPT to LOBP.
- Responsible for transfer actual receipt material qty. based on weigh-slip in their respective tank.
- MIS report for base oil only.
- Responsible for update warehouse's stakeholder regarding packaging material reported on daily basis.



- Import documents handling & maintain good co-ordination with CHA regarding custom clearance.
- Vendor interaction & development of new vendor. Follow –up with vendors.
- Working out BOQ from tenders Drawings as well as preparation and submission of bids.
- Preparation of Techno Commercial Offer from Tender Documents.
- Raising Invoice & Purchase Order using Tally ERP 9 Software.
- Preparation of product offers, quotations and communication with clients

ACHIEVEMENTS

- Focus recognition for Petronas Mulberi project racking system, reducing the bulk receipt loss, SAP Hana Implementation at plant & establishing key system for Mulberi Commissioning.
- Certified First Aider at PLIPL Mulberi Plant.

ACADEMIC BACKGROUND

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| • PGDM – International Business | PIMSR, Navi Mumbai | 2008-2010 |
| • Diploma in Information Technology | NIIT | 2006-2007 |

PERSONAL DETAILS

Name: Sagar Anand
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