

XXXXX

XXXXXX

Phone: (+91) xxxx

Email: xxxxxxxxxxxxxx

Address: xxxxxxxxxxxxxxxx

LinkedIn: xxxxxxxxxxxxxxxx

Objective

A result focused and sapient professional, offering an extensive cross-functional experience in the fields of operations and facility management of organization. Experience in managerial roles of 10+ years and completed projects worth millions of dollars. Expert at gathering, analyzing and defining business and functional requirements.

Experience

DEPUTY LOGISTICS OFFICER | JAN 2017 – TILL DATE

- **Forecasted** the demands, shortlisted vendors & procured items after **tendering**
- Created **schedules** prioritizing needs after budget constraints for **5** squadrons
- Responsible for **maintenance** of 25 transport vehicles, depots and spare parts
- Accomplished cost per line reduction within first year; **managed warehouses**

EXECUTIVE OFFICER | SEP 2015 – JAN 2017

- **Trained** and mentored 500+ personnel; organized 6 training camps annually
- Established work plan for each phase; cleared employees for **career** progression
- Designed & wrote meticulous daily updates, briefs & reports for authorities
- Responsible for complete administration & **audit of unit**; ensured security

DEPUTY DIRECTOR ACP | SEP 2014 – SEP 2015

- Analyzed, maintained & optimally used the public funds; budgeting for items
- Liaised with **Russian authorities** to procure 450+ cr of spare parts for carrier
- **Optimized inventory** in stores; distributed required equipment to refit centers
- Administered welfare policies; independently handled logistics of directorate

DEPUTY BASE LOGISTICS OFFICER | JUN 2012 – SEP 2014

- Ensured resources and rations in all Goa Naval areas for 5000+ personnel
- **Liaised** with IOCL to ensure fuel requirements and availability for the ships
- **Digitized** the process of Naval Gas agency for processing demands in the area
- Responsible for **HR** Establishment, including benefits, payroll & transfers

ASSISTANT LOGISTICS OFFICER | DEC 2009 - JUN 2012

- Managed overall operations including administration & **facility maintenance**
- 3rd In Charge for logistics management of **Asia's biggest Naval Academy**
- Directly trained & managed 3 supervisors while leading a total staff of 150+
- Led procurement process, **negotiation**, & vendor partnering for rations

Education

GENERAL MANAGEMENT PROGRAMME | JAN 2018 - JUN 2018

IIM Lucknow

POST-GRADUATE IN SCM | JAN 2009 - DEC 2009

Symbiosis University

MANAGEMENT IN BUSINESS ADMINISTRATION | APR 2008- APR 2010

Punjab Technical University

BACHELORS IN COMMERCE | JUN 2003- JUN 2005

Punjab University

Abilities

Supply Chain

Demand Forecast, Vendor Management, Procurement, Lead Time Calculations

Operations

Inventory Management, Safety Stock calculations, Work and Time Management

Human Resources

Recruitment and Manpower Planning, Finances and Audits, Establishment

Administration

Training, Welfare Policies, Social Activities, Human Resource Development

Office Application

Microsoft Word, Excel, PowerPoint, Access, OneNote

Finance

Audits, Budgets, Bills Clearance, Negotiations, Salary process

Preferred Location

Punjab
NCR

References

Will gladly furnish personal and professional references on request.