

Nitish Bhandari

Present Address: J- 49 shivalik nagar Haridwar, Uttarakhand-249403 Permanent Address: H.no.36
Gopal nagar, majitha Road, Amritsar (Punjab) 9758463773 Email id -nitizbhandari@gmail.com

I am submitting herewith my resume for your perusal and favourable consideration in your organization.

As an Assistant Manager, I have **Twelve years** of rich, cross-functional exposure to the entire range of functions related to day-to-day functioning of the office. Am a competent professional with a high level of commitment and a track record for employer satisfaction.

My appointments have hitherto involved a high degree of loyalty, trust and responsibility, which, in turn, has enabled me to quickly learn as well as regularly upgrade my skills and techniques related to management, organization, administration, training and wellbeing of work force.

The above credentials along with my enclosed resume make me ideally suitable for a position in your would appreciate an opportunity for a personal interview

Thanking you in anticipation.

Yours sincerely

Nitish Bhandari

PROFESSIONAL EXPERIENCE

NIPMAN FASTENER INDUSTRIES PVT. LTD. (Haridwar) June 2010 Current

An ISO 9001-2000 company, established in Feb 2010 for manufacturing of High Tensile Fasteners & Bolts Cylinder Studs. An ancillary to Hero Honda Motors Ltd-Haridwar, supplies over 80 percent of its requirement ranking from M5 to M12 and length up to 300mm. Other Customers include Rockman, A.G. Industries, Lifelong, Sandhar Automotive and other main hero group companies.

Dispatch Assistant Manager

Prime Responsibilities:

Assisting Plant Head from last 2 Years.

Acting as Window Person & Customer specific activities.

Training new employees, delegating tasks, coordinating the daily workload, documenting productivity, overseeing incoming and outgoing shipments, and reporting to senior management.

Recruiting and training employees, maintaining an efficient workflow, handling calls from different Customer, liaising with vendors and clients, and making sure company standards are attained

Implemented schedules and Policy changes as and when required.

Stock & inventory management.

Monthly inventory & stock taking.

Coordination with Production Department for Dispatch.

Leading Morning Production and evening Despatch Meetings

Warehouse Management Systems:

Delivery Control through Warehouse Management Systems, Define Min & Max levels of Inventory

At Warehouse, Maintain FIFO & 5S at Warehouse Area, Implementation of Kaizen; Suggestions for

Continual improvements, Hosting Various Audits.

Packaging Development:

Preparation of Packing Proposals & Packing Standards, Implementation of Latest Ideas in Packaging

& Forwarding though Kaizen, Development of Recyclable Packaging like PP Boxes, Bins, Recyclable Pallets,

and development of Packaging for New Products.

Logistics Support:

Handling transportation and logistics related activities like goods receiving and dispatch, and the

details pertaining to cargo, freight, etc. Efficiently co-coordinating between the transporters and the

companies for hassle free operations

Purchasing

1. Monitoring the Indenting of Requirements of Individual Plants from the concerned departments and Stores on daily basis
2. Inviting quotations from various suppliers for specific requirement.
3. Preparing of Comparative Statement on the basis of quotations for MIS to higher management for decision making.
4. Proper follow up of Supplier for the required delivery in time. Cross co-ordination with Technical Departments, Stores, for proper specification, inspection and storage of material Co-ordination with Accounts department for passing the bills and releasing of payment timely. Updating and properly maintain the records for future reference. Reply to Internal Auditors and Statuary Auditor for resolving their queries. Physically verified the material for the assurance of quality and quantity.

Monitoring:

Daily, weekly and Monthly schedule Vs despatch percentage.

Daily, Weekly and Monthly production plan vs production achieve.

Daily customer schedules and enquires.

Window time adherence and schedule adherence at customer end.

Schedules and Policy changes at customer.

Schedule adherence of supplier on monthly basis and provide feedback as per their performance.

All requirement of Customers (i.e. material, meetings, timing)

Reporting:

Monthly schedule adherence with Plant Head and Top Management.

Sharing Gaps and countermeasures with Plant Head and Top Management.

Sharing new business opportunities with management

Sharing weaknesses and improvement projects with management.

Sharing Production plan vs Production achieve with management with countermeasures

IT (Information Technology):

Support as a functional in EDP department, currently we are working in ERP System, My role in IT to solve mistakes done by users in entry level. Now we are go for NAVISION (i.e. Microsoft Business Solution), I support functionally in Navision.

Daily Activity

1. GST Invoice in Navision Microsoft 2016.
2. Collect receiving from the transporters and posting daily file.
3. Check the monthly schedule that feed in the system through e-mail.
4. Maintain 5S in working area.
5. Do kaizen in every month.
6. Material received through system WIP to dispatch location7.
7. Make the sale invoice after packing.
8. Material received through system WIP to dispatch location.
9. Arranges transportation and forwarding services for all orders to ensure
10. Material is delivered as per schedule.
11. Check the monthly schedule that feed in the system through e-mail.
12. Attend customer call and urgency.
13. Daily Production Entry in Navision.
14. Taking order from various party.
15. E Way Bill Generation..
16. Dispatch of Material as per order.
17. Production Plan as per order.
18. Stock Maintain
19. Physical stock taking of finished goods.
20. Order confirmation with party before delivery.
21. Handling all transportation work
22. Freight negotiation with transport
23. After dispatch sending all details to party Reg. Material / Vehicle Details.
24. Feedback after unloading of material.
25. Problems solve in supply chain management.

26. Giving proper support & communicating with sales team.

27. Daily report to Plant Head.

28. Handling 5 Persons Team.

NITISH BHANDARI

Present Address J49, shivalik nagar, Haridwar, Uttrakhand 249403

Permanent Address: : House no 36, Gali no 1, Gopal Nagar, Majitha Road, Amritsar Punjab-143001

Email: nitizbhandari@gmail.com;

EDUCATION & PROFESSIONAL DEVELOPMENT

GRADUATION IN B.COM

Amritsar University,

Functional Knowledge in Schedule & Warehouse &

Inventory Management of Microsoft Navision ERP

LANGUAGE SKILLS

Hindi, English & Punjabi

ON JOB LEARNINGS

5S, Safety, EMF system, FIFO, Kaizens, Supermarket systems.

D.O.B: 26 Dec 1989

Current Package: 6.5 Lacs p.a

Salary Expected: Negotiable

REFERENCES:

Mr Prabhdeep Singh – Hero Moto Corp. Haridwar (Buyer)	+91 9997242492
Mr R. S. Rawat-----A. G. Industries, Haridwar (Buyer)	+91 9760322287
Mr Rakesh Dogra-----Nipman Fastener (Plant Manager)	+91 7389922443

