

RESUME

Hem Shanker
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OBJECTIVES

Searching a career in growth oriented company, with Opportunity for challenging and creative work and **utilize my knowledge and experiences in attaining organizational goals.**

EXPERIENCE: 19 year's experience of Materials (**Production Planning / Stores / Inventory Management & Logistics Transportation...**)

CAREER HIGHLIGHTS:

▶ Working with **RAJ INDUSTRIES (A Division Of Raj Group)** as **Astt. Manager from Aug. 2013**

Profile:

Dispatch – Handling Outbound Logistics.

- Over all activities of **Outbound Logistics.**
- Vehicle placement from India's biggest "**Nalagarh Truck Operator's Union**" for long and short distances.
- Ensure the accurate billing to the customer as well as proper documentation at the time of dispatches.
- Handling the Accounts activities for all type of Debit and Credit Notes of the customers.
- Handling the staff and casual labor team for all the activities of material inward and Outward (Dispatches).
- Co-ordination with the Production team and Marketing team to fulfill the customer requirements on daily basis.
- Preparing of daily reports, Party wise & Production vs dispatch report.
- Bills handling of Transporter's and Casual Labor's contractor, Submission and payments follow ups with the customer.
- Conducting training sessions to team for smooth flow of operations
- Ensure that all MIS reports are generated and sent on time.
- Reconciliation.

Worked with Elin App. Pvt Ltd. Nalagarh Manufacture of Philips Juicer Mixer, Iron, Bar Blander, Toaster.

Profile:

Store Incharge – Elin App. Pvt Ltd. Nalagarh HP. From July.2010 to Aug-2013

- Controlling all activities of Stores, Raw-material Department.
- Approve & Posting SRV Day wise.
- Responsible for all documentations of Receipt, Issue & MIS report.
- Maintain Min. Stock / Max Stock level for Raw-material.
- Take Physical Stock of 10 items Raw-material day wise.

- Attending Monthly Review (MR) Meeting.
- Leading Assistants and contract workers to carry out day to day activities.
- Indenting the Material, when stock is required for the Production.
- Making a Monthly Stock Statement Cross verification between System & Physical Stock
- House Keeping & Arrangement & Safety precautions In the Store Level.
- Coordinator for implementation of ISO 9001 and ISO 14001 in store department.

Worked with VRLA Manufature Company Baddi Manufacture of Induction cooker, Solar lamp, Electrical bike.

Store Executive – VRLA Manufature Company Baddi April 2006/ to July 2010.

- Performed as a **Inventory Controller**.
- Ensure accuracy of material movement warehouse-to-Production.
- Ensure accuracy of material receiving.
- Ensure rejected material send back to supplier with MRN on time.
- Ensure accurate and timely documentation of stock movement into and out of the warehouse.
- Ensure that all MIS reports are generated and sent on time.

▶ Worked with P.A Times Industries, Dharmpur Solan from Feb 2002 to April 2006 as PPC Astt.

Profile:

- Performed as a **Purchase Planner, Inventory Controller & P.P.C.**
- Ensure accuracy of material movement warehouse-to-customer warehouse.
- Ensure rejected material send back to supplier with MRN on time.
- Ensure accurate and timely documentation of stock movement into and out of the warehouse.
- Co-ordination with marketing department, Commercial Department & production.
- Maintain production order & short out the solution of production shortage.
- Maintain BOM time to time in BAAN software. (Including deviation items)
- Reconciliation & Balance as present.

❖ PROFESSIONAL CREDENTIALS

- **MBA in Material Management** from ISBM (Chandigarh).
- One year's **,PG Diploma in Material Management** from AIIMS Chennai.
- One years Diploma in Computer from NIIT Solan (HP).

❖ ACADEMIC CREDENTIALS

Graduation	-	BA , from HP University Shimla.
Intermediate	-	Govt Senior Secondary School - Kasauli H.P. Board, Arts.
High School	-	Govt Senior Secondary School - Kasauli H.P. Board,

❖ COMPUTER PROFICIENCY

• SOFTWARE

- -Windows-ERP System, Navision System, Vouch system, Busy System

❖ **PERSONAL PROFILE**

Name : **Hem Shanker**
Father's Name : Shri Nanak Chand
Date of Birth : 14 Oct, 1979
Marital Status : Married
Nationality : Indian
Language Known : Hindi, English
Expected Salary : **Negotiable**
Strength : Hardworking, Punctual, **Always Be Ready to learn new things, Self motivated and result oriented.**

Date:

Place: (Hem Shanker)