

# NIRAJ SRIVASTAVA

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## **Assistant Manager-Plant**

*(Commercial Administration, Purchase, Store, Warehouse, Stock & Godown, Marketing, Supply Chain & Logistics Management.)*

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### **PROFESSIONAL BACKGROUND**

More than 25 years of experience in charge of all commercial activities.

Recruitment, Developing, Managing, Co-ordination with all internal departments for execution of work. Purchase, Store, Warehouse and Inventory Management.

Day to day functions and activities for plant operations.

**Overall all plant related commercial administration** for Planning and Implementation of all Policies and Procedures.

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Since July 2018 working with **Herbs De Olivia** Dehradun as a **Assistant Manager-Plant**

#### **Job Profile**

- Working in a supervisory position with responsibility for the general plant operation and maintenance to achieve the assigned production objectives by motivating the staff members.
- Organizing and managing day-to-day activities for plant operations.
- Co-ordinate and direct the staff members regarding the activities and performed in the absence of the plant manager.
- Manage a team of workers in achieving daily production goals.
- Coordinate with Management in resolving plant issues in a timely manner.
- Provide training and guidance to workers to meet performance standards.
- Keep a close eye on the buying, selling and quality of the material used in production to give maximum output.
- Make optimum use of the equipment and available manpower to ensure better productivity.
- Ensure that the work gets done as per the priority within the framed budget by maintaining the quality standards and delivering the products on the given deadline.
- Implement new plans to ensure better results in accordance with the quality standards.
- Maintain, compile, store and retrieve any data and information related to the production.
- Determine resource requirements, work allocation and production deadlines to achieve production objectives.
- Maintain proper documentation for all plant related activities.
- Ensure materials, supplies and equipment is readily and continuously available for workers to carry out production process.
- Implement continuous plant improvements for increased productivity and scrap reduction.
- Implement cost reduction initiatives to minimize plant and labor expenditures.
- Optimize plant operations to meet quality and production standards.
- Maintain work area clean, safe and organized for workers.
- Set overall plant policies and procedures to ensure effective operations.
- Ensure plant compliance with company policies and government regulations.
- Schedule routine inspection and maintenance of plant equipment to prevent machine downtime.
- Schedule and supervise plant operations to meet production requirements in timely and cost-effective manner.

Since October 2012 to June 2018 worked with **Verve Human Care Laboratories** Dehradun as a **Manager-Commercial**.

**Job Profile**

- Dealing with manufacturers and vendors in ensuring that the products are purchased as standard by WHO-GMP guidelines. Negotiates for the best possible prices with suppliers, manufacturers and vendors. Ensures that company gains access to quality products.
- Management of receipts, and ensuring that goods are stored according to the company's procurement policies and guidelines.
- Monitoring the level of stock available to the company. Ensures that the company neither under stocks nor over stocks the products. Ensures that the financial department prepares accurate budgets. Reviews budgets to ensure that the budgets clearly account for costs such as logistics, inventory and freight.
- Maintained strong vendor relationships, negotiating pricing and terms resulting lower investment and longer payment plans.
- Communicated with vendors to develop and maintain relationships as well as ensure the availability of goods for item needs for all departments including the storeroom inventory.
- Selected quality suppliers, negotiated prices and discount schedules, processed purchasing requisitions/orders, verified and processed invoices.
- Reduced cost of purchased materials.
- Improvement and directed purchasing team to deliver materials on time to support new product development units, outperforming market competition.
- Oversaw negotiation and payment terms with several large vendors.
- Developed and established purchasing departmental policies and procedures.
- Improved relationships with current and new vendors by increasing face-to-face communication.
- Reviewed and negotiated all company annual contracts.
- Followed up on all purchase orders to ensure material is delivered on time.
- Worked with operations and planning to maintain low inventory levels.

Since Dec 2008 to Sep 2012 worked with **Rx Healthcare Ltd.** Delhi as a **Officer-Commercial & Administration**.

**Job Profile**

- Pursues new business opportunities and manages functions such as company associations, employee activities and evaluations, and other matters that relate to a company's operations.
- Manage daily operations, including employee training and development, contract negotiations and production planning. Conducted internal department surveys to determine system training.
- Examines company rules to make sure to stay relevant and makes recommendations for necessary changes.
- Analyses sales and other reports that give insight into how a company can make adjustments to improve performance.
- Manages daily company operations, coaches employees on best practices for managing contract issues and handling daily issues and tasks.
- Conduct market research and analysis including creation of detailed business plans.
- Understand existing customer relationships and their requirements to ensure they are being met.
- Monitor performance of commercial activities, reporting results to senior management.
- Strategic development and critical thinking skills, assist in setting financial targets, developing budgets, and monitoring compliance.
- Analysis and accurately forecast sales and stock requirement and coordinate with supply chain for the same.
- To manage the market excellence/Intelligence process, gathering market and customer information and providing feedback on future trends, support to campaign.
- Managing & Coordination with entire sales team for order generation and payment follow up.
- Handle customer queries and requirements in a timely and affective manner.
- Planning of budget and profitability.

Since June 1997 to Dec 2008 worked with **Medicare Products Inc.** Delhi as a **Executive-Commercial.**

***Job Profile***

- Inventory management, maintaining ledger (Items, Groups of Company, Customer, Suppliers, and Sales Teams), transactions (Sales, Purchase, Sales Return, Purchase Return, CN, DN).
- Focus on channels like modern trade to build distribution, visibility and volumes.
- Sales tax forms collection and follow up.
- Independently handling correspondence and maintaining office records.
- Daily leads pick up from DSR of each sales person and tracking conversions and maintaining records.
- Issue and review quotation.
- Maintaining customer contact particulars.
- Reporting systems and established effective sales administrative systems

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***ACADEMIA***

- MBA from IGNOU.
- Specialization of RUSS from BHU, Varansi, U.P.
- Diploma in Computer in Financial Accounting from Suneha Institute, Delhi.
- P.G. from BHU, Varansi, U.P.
- Graduation from D.D.U. University, Gorakhpur, U.P.

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***PERSONAL DETAILS***

- Father's Name : Shri O.P.Srivastava
- Date of Birth : 25 Feb 1973
- Marital Status : Married
- Mobile : 9899729496

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***DECLARATION***

All the above information is true and correct to the best of my knowledge.

*Niraj Srivastava*

