

# Kapil V. Gurav

Email: guravkapil19@gmail.com;

Qualification: B.Sc. (Computer)

Contact No. – 09922 009 199

## OBJECTIVE

To channelize my academic knowledge and industrial work for the growth and development of the organization, this in turn will help me to climb ladder of success. I believe in "Learning Never Stops".

## WORK EXPERIENCE

**Organization** : PERENNIAL LOGISTICS PVT. LTD.

**Designation** : LOGISTICS MANAGER

**Period** : Nov.2022 To Till Date.

- **Company Profile** : Perennial Logistics (E-VEHICLES) is a sister company of Perennial Technology. Relatively a young organization started in 2005 by an Entrepreneur Mr. Yashwant Desai who has been in diesel engine field for last 25 years worked as a senior executive in the marketing department of large Corporate Company in power sector. Perennial Technologies started its operation in 2004 Oct by selling DG Sets of the reputed brands. But we quickly understood the market and power situation in India.
- **Job Profile** :
  - Handling all customers like Big Basket, Flipkart, Blue Dart, Yusen Logistics etc.
  - Making cost effective analysis for business startup.
  - Driver recruitments as per customer requirements.
  - BVG check for all drivers before joining.
  - Taking insurances for all drivers.
  - Daily meeting with customers regarding day to day activity supports.
  - Tracking all vehicles insurance & RTO related activity.
  - Tracking for vehicle maintenance charts.
  - Taking daily reports from drivers & maintain weekly salary structure.
  - Making bills for every customer & taking payment follow-ups.
  - Handling all accidental cases with Insurer Company.

**Organization** : VIJAY CHEMICALS.

**Designation** : Stores & Purchase Manager

**Period** : Jan.2022 To Oct.2022.

- **Company Profile** : Founded in 1973 by Mr. Vijay Bhatevara. Vijay Chemicals was led with the focus being on supplying of quality control instruments, laboratory instruments, acids, catalyst and chemicals of similar nature mostly used in the research and development labs of the scientific community, pharmaceutical companies, defense companies institutes, agricultural verticals and more. We are on a journey of perseverance and commitment to pursue our vision and mission, supporting innovation along the way.

## ***Curriculum Vitae***

- **Job Profile** :
  - Handling / Maintaining Main Store & Service Store.
  - Arranging materials as per requirement. Prevention, Proper tagging of new received material & updating location in system.
  - Visual inspection, quantity & quality check with department personal.
  - Identifying hazardous material & locating in designated safe place.
  - Updating MSDS file of hazardous material.
  - Routine physical inventory count & maintaining Min-Max level of stock.
  - Inventory control including defining slow & Non-moving items.
  - Release Purchase orders for suppliers.
  - Arranging transportation for all customers.
  - Track orders and ensure timely delivery.
  - Taking follow up for all Open Po's.
  - Circulate mail to all customers as well vendors regarding schedule Vs. receipt or Deliveries.

**Organization** : **GUJARAT AMBUJA EXPORTS PVT LTD.**

**Designation** : **Stores & Purchase Executive**

**Period** : **April 2021 To Dec.2022.**

- **Company Profile:** Gujarat Ambuja Exports Limited (GAEL) is principally involved in the manufacturing of Corn Starch Derivatives, Soya Derivatives, Feed Ingredients, Cotton Yarn, and Edible Oils. Since its incorporation in 1991, GAEL strives to serve the Food, Pharmaceutical, Feed and many other industries with a long term growth strategy in the Agro-Processing sector.

Gujarat Ambuja Exports Limited (GAEL) is principally involved in the Agro-processing business with dominance in Maize products and Edible oils. It competes in the domestic and global markets and caters to food, pharmaceutical and feed industry.

- **Job Profile** :
  - Handling / Maintaining Main Store & Service Store.
  - Arranging materials as per requirement. Prevention, Proper tagging of new received material & updating location in system.
  - Visual inspection, quantity & quality check with department personal.
  - Identifying hazardous material & locating in designated safe place.
  - Updating MSDS file of hazardous material.
  - Routine physical inventory count & maintaining Min-Max level of stock.
  - Inventory control including defining slow & Non-moving items.
  - Weekly Procurement delivery report & Store material status.
  - Daily & Monthly report of consumable material status.
  - Daily monitoring of consumables & structural material.
  - Procure quotes from buyers & various vendors.
  - Assist Rig manager in order to maintain stock of critical items.
  - Raising PR & PO to vendors.
  - Research potential vendors
  - Compare and evaluate offers from suppliers
  - Negotiate contract terms of agreement and pricing
  - Track orders and ensure timely delivery
  - Review quality of purchased products
  - Enter order details (e.g. vendors, quantities, prices) into internal databases
  - Maintain updated records of purchased products, delivery information and invoices

## ***Curriculum Vitae***

**Organization** : **MONSOON AGRO BIO PVT LTD.**

**Designation** : **Stores & Logistics Head**

**Period** : **July 2020 to February 2021**

- **Company Profile** : Monsoon Agro Bio Pvt. Ltd. is a Pvt Ltd Company, engaged as the foremost Manufacturer and Wholesaler of Meetha Paan, Frozen Sweet Corn, Cheese Ball, Spring Roll and many more. Our products are high in demand due to their premium quality, seamless finish, different patterns and affordable prices. Furthermore, we ensure to timely deliver these products to our clients, through this we have gained a huge clients base in the market.
- **Job Profile** : Business planning framework responsible for making sure products reach their destinations safely, securely, and on-time. Part of supply chain management in charge of governing transportation efforts. Includes a range of professionals from logistics coordinators to truck drivers, warehouse managers to dispatch professionals. Job duties vary by occupation and the materials or products managed.
- **Responsibilities** :
  - Ensure availability of merchandise and services by approving contracts; maintaining inventories
  - Protect employees and customers by providing a safe and clean store environment
  - Maintain the stability and reputation of the store by complying with legal requirements
  - Contribute to team effort by accomplishing related results as needed
  - Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers
  - Work with vendors and manufacturers to bring in effective marketing displays for the sales floor and store windows
  - Manage all controllable costs to keep operations profitable
  - Manage stock levels and make key decisions about stock control
  - Ensure standards for quality, customer service and health and safety are met
  - Respond to customer complaints and comments
  - Coordinate and track movement of goods through logistic pathways

**2) Organization** : **TAKSHI AUTO COMPONENTS PVT LTD.**

**Designation** : **Store Executive.**

**Period** : **December 2018 to 31<sup>st</sup> May 2020.**

- **Company Profile** : Having a state of the art manufacturing set up including heavy duty Muller Press from Germany, automated Robotic welding lines from Kuka, Germany and Yaskawa, Japan, HMC from Doosan, Korea, Double spindle HMC and Powder coating facility all under one roof.
- **Job Profile** : The Store Manager plans and directs the day-to-day operations of the store. Develop strategies to improve customer service, drive store sales, increase profitability, and create store policies and marketing programs that will increase sales and grow the existing customer base. Maintain high store standards and conditions and foster a positive environment.

Ensure customer needs are met, complaints are resolved and service is quick and efficient. Ensure all products and displays are merchandised effectively to maximize sales and profitability. Forecast staffing needs and develop a recruiting strategy to provide optimal staffing in all areas.

## ***Curriculum Vitae***

### • **Responsibilities** :

- Complete store operational requirements by scheduling and assigning employees;
- Following up on work results
- Maintain store staff by recruiting, selecting, orienting and training employees
- Prepare annual budget; schedule expenditures; analyse variances; initiate corrective actions
- Ensure availability of merchandise and services by approving contracts; maintaining inventories
- Protect employees and customers by providing a safe and clean store environment
- Maintain the stability and reputation of the store by complying with legal requirements
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Maintain operations by initiating, coordinating and enforcing program, operational and personnel policies and procedures
- Contribute to team effort by accomplishing related results as needed
- Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers
- Work with vendors and manufacturers to bring in effective marketing displays for the sales floor and store windows
- Manage all controllable costs to keep operations profitable
- Manage stock levels and make key decisions about stock control.
- Analyze sales figures and forecast future sales
- Analyze and interpret trends to facilitate planning
- Respond to customer complaints and comments
- On time deliver for SPD Market as per requirements.

3) **Organization** : **KNORR-BREMSE IND.PVT.LTD.**  
**System for commercial vehicles India Pvt. Ltd.**

**Designation** : **Purchase Officer in Supply Chain Management.**

**Period** : **September 2005 to 04<sup>th</sup>. October 2018.**

**Company Profile** :

- KNORR-BREMSE is one of the leading manufacturing companies of Air Braking System for commercial vehicles in the world.
- Which supplies Air Braking systems such as Spring Brake actuators, Brake Chamber, Foot Brake Valve, Hand Brake Valve, Four Circuit Protection Valve, Relay Valve, Air Dryer, Auto Slack Adjuster, compressor, Quick Release Valve etc.
- Company supplies Air Braking Systems to all leading commercial vehicle industries such as **TATA MOTORS, ASHOK LEYLAND, EICHER, VOLVO** and export etc.

**Job Profile** :

- Responsible for purchasing standard bought out parts, Maintenance spares, Consumables, Packaging items like, various fasteners. Also purchase Tools, labels, cloths, oil, grease, Measuring instruments & other accessories.
- Fully responsible for development and procurement of different machined components parts like C.I, and forging, press parts.
- Purchasing of SOP parts & consumables items
- Taking following up for the same. Analyzing the quotes & negotiating.
- Act with cost reduction plan & inventory controlled.
- Responsible for making WORK ORDER and confirm to vendor.

## ***Curriculum Vitae***

- Responsible for making schedules in ERP & SAP system.
- Responsible of Material planning.
- Responsible material procurement in time as per organization.
- Responsible for making schedule as well inform suppliers well in time.
- Responsible for purchasing indirect material.
- Responsible for purchasing capital item.
- Taking following up for the same. Analyzing the quotes & negotiating.

### **EDUCATIONAL PROFILE**

Course	Board / University	School/College	Year	Grade
BSc (Com)	N.M.U	A.S.C college, Chalisgaon.	2000	Second
HSC	Nasik	A.S.C college, Chalisgaon.	1997	Second
SSC	Nasik	A.B. Boys High school, Chalisgaon.	1995	First

### **REQUEST TRAINING**

- Organization : - KNORR-BREMSE System for Commercial Vehicles India Pvt. Ltd.
- Training Period : - 1 week.
- Subject : - 7 tools of Quality Control.

### **OTHER QUALIFICATION**

- Microsoft Office.
- Type writing - G.C.C.E. Mumbai exam in English, T/W @40 w / m.

### **PERSONAL PROFILE**

**Date of Birth** : 7<sup>th</sup> Dec. 1979.

**Sex & marital status** : Male, Married.

**Nationality** : Indian

**Religion** : Hindu

**Languages known** : English, Hindi and Marathi

**Present Address** : òVrudavanö, Lane no.5,  
Beside Ganapati Temple, Retired Police Society,  
Heaven park, Mohammadwadi.  
Pune - 411 060.

**Permanent Address** : Kaivalya Nagar, Behind Khandesh Oil Mill,  
Hirapur Road,  
Tal. : Chalisgaon, Dist.: Jalgaon  
Chalisgaon ó 424 101.

**Personal Mail ID.** : [kapilgurav2013@yahoo.in](mailto:kapilgurav2013@yahoo.in);  
[guravkapil19@gmail.com](mailto:guravkapil19@gmail.com)

**Declaration** : I hereby declare that, the above information given by me is true to the best of my knowledge and belief.

**Date** : Yours Sincerely,

**Place** : (Kapil V. Gurav)