

Curriculum vitae

Amit Gupta

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Material Planning & Logistics/end-to-end supply chain /Warehousing/ KAM-Automotive Exports & Aftermarket Sales and Distribution/ Government Liaison

Summary

Dedicated, and motivated material management professional who achieves results through hard work and a strong passion for the field. With extensive experience in automotive companies, the role involves overseeing the flow of materials and ensuring precise control and accuracy in inventories, procurement, planning, scheduling, cost management, warehouse operations, as well as receiving and shipping processes. The objective is to ensure the timely and cost-effective acquisition of parts, supplies, and equipment while upholding high-quality standards and specifications.

Key Skills

Material Planning/Management	Vendor Development	Dispatch Planning
Purchase / Sourcing	Project Management	Warehouse Management
Supply Chain Management	Logistics Management	Contract, Agreement Negotiations
Inventory Control	Distribution Centre Management	Freight Management
Export-Import Logistics	Customs Documentation	Data Analysis and Reporting

- Fourteen years' experience in Exports, International Logistics & Government Liaison.
- Played a pivotal role in managing Export Documentation, Shipping, Third Country Exports, Excise, DGFT, and Shipping Lines.
- Demonstrated leadership in material management, supply chain management, material planning, and procurement.
- Expertise lies in Strategic sourcing, Engineering Liaison, and cost analysis for various processes, parts, and projects.
- Well-versed in warehouse management, project management, import substitution, and export procedures.
- Proficient in IT tools including SAP MM, MS Office, and Excel.

Professional Experience:

Total Experience: 14 Years

Previous Employers:

- M/s. Inox Wind Limited., Noida (From June 2014 to Feb 2021) SR. Executive – Logistics.
- M/s. Expotec International Limited, Noida (Apr 2006 to Nov 2012) SR. Executive – Logistics
- M/s. Anantraj Limited, Delhi (Oct 2005 to Mar 2006) Export Officer
- M/s. Good Year India Limited, Faridabad (June 2004 to Sep 2005) Export Executive

Current assignment:

Working in Talbros Indipart Pvt. Ltd (Talbros Group), Faridabad (from Mar 2021 to till date)

Designation: Sr. Officer - Supply Chain & Material Management

Company profile :

Talbros Indiparts Private Limited (TIPL) is the Aftermarket arm of the Talbros Group Established in 1956 (annual turnover of 2400 Cr), focusing on delivering excellent quality automotive and industrial products such as Gaskets, steering and suspension components, heat shields, forgings, suspension systems and modules, anti-vibration components, and hoses.

Key responsibilities:

- Collaborated with Sales, Operations, and Customer Service teams to streamline processes and improve efficiency.
- Conducted contract negotiations with suppliers and transporters to ensure favorable terms and cost-effective solutions
- Developed and executed the overall supply chain strategy, aligning it with business goals and objectives.
- Implemented logistical strategies to meet targets and optimize warehouse activities, including inbound and outbound processes.
- Coordinated with suppliers, manufacturers, and internal departments to maintain a safe and compliant work environment.
- Preparation of dispatch reports and delivery status reports. Responsible for maintaining complete records. Follow up SOP for the movement.
- Generated dispatch reports and delivery status reports while maintaining comprehensive records and adhering to standard operating procedures.
- Prepared necessary documentation for invoice verification, submission to finance, and negotiations of freight rates with transporters.
- Analyzed transportation performance and identified areas for improvement, resulting in cost savings and enhanced efficiencies.
- Collaborated with the production team and various sites on a daily basis, ensuring smooth outbound operations and timely dispatches.
- Explored new transporter options to reduce costs and enhance competitiveness, evaluating logistics methods and ensuring timely delivery of valuable goods.
- Ensured timely dispatch by identifying and securing necessary forms, road permits, and declaration letters at the dispatch location.
- Established and maintained effective relationships with regulatory agencies and insurance providers to address transportation and accidental issues, while preparing essential documents.
- Aligned logistics and commercial activities with company targets and objectives.
- Able to negotiate rates with local contractors.

Experience profile:**Supply Chain Management/Materials Management-**

- implemented system and procedural improvements to enhance inventory control, specifically targeting slow-moving, non-moving, and obsolete materials, ensuring a readily available supply to meet sales targets.
- Developed an efficient Logistics Management System, optimizing transportation costs and implementing measures to reduce overall landing costs.
- Strategically planned procurement, inventory control, logistics, and distribution activities for seamless operations.
- Fostered close collaboration with suppliers and customers to identify opportunities for operational enhancements and cost reduction.
- Effectively managed returns and rejections in coordination with suppliers, minimizing the impact on overall operations.
- Demonstrated strong negotiation skills in securing favorable rates with local contractors.

Sourcing / Procurement-

- Oversaw end-to-end procurement processes, including the acquisition of materials, packing materials, electrical and instrumentation supplies, capital goods, equipment, and machinery, while maintaining optimal stock and inventory levels.
- Implemented strategic approaches to procure materials that align with specific requirements and business objectives.
- Budgeted and planned funds for procurement activities, ensuring efficient utilization of materials, significant cost savings, and the ability to meet anticipated orders for monthly sales.
- Negotiated with suppliers to secure competitive prices, ensure quality, and expedite delivery of priority materials.
- Conducted price comparisons and finalized purchasing decisions for commodities, engineering items, and the conversion of purchase requisitions into purchase orders.

Logistics Management-

- Successfully oversee import and domestic planning, as well as sales distribution to multiple locations.
- Demonstrate a comprehensive understanding of intricate inventory systems, delivery timelines, cost management, and personnel coordination.
- Possess in-depth knowledge of Health & Safety protocols relevant to handling and storing heavy goods.
- Ensure prompt and efficient delivery of customer orders.
- Quickly grasp operational systems within a company and contribute valuable insights for future system development.
- Generate reports and conduct analyses on inventory accounting and management, including stock verification and reconciliation.
- Collaborate with freight forwarders and clearing agents to ensure timely clearance of imported materials.
- Conduct quarterly vendor performance evaluations for strategic part suppliers.
- Coordinate with internal departments to facilitate customs duty and ensure the timely closure of goods receipt notes (GRNs).
- Foster vendor relationships for the development of new products. Exports, International

Exports & Government Liaison -

- Monitor Shipment Coordination: Experience in monitoring and coordinating shipments with multiple shipping lines and C&F agents to ensure timely delivery and adherence to regulations.
- Documentation Management: Proficiency in preparing comprehensive pre-dispatch reports, delivery status reports, and maintaining meticulous records. Familiarity with standard operating procedures for oversized and specialized cargo movement.
- Customs and Excise Procedures: Knowledge of customs and excise procedures, including resolving queries and addressing issues related to customs and excise regulations. Experience visiting ports and customs stations for query resolution.
- Export Incentives and Cost Optimization: Ability to maximize export incentives while minimizing costs by utilizing strategies such as Advance Licenses, Duty Drawback (DBK), Focus Market, and Focus Product schemes.
- Freight Rate Negotiation: Strong negotiation skills to secure competitive freight rates with various carriers. Continuous analysis of incoming freight to identify transportation improvement opportunities.
- Specialized Handling Equipment: Proficiency in handling the hiring and negotiation process for specialized handling equipment, including cranes, hydraulic equipment, JCB, trailers, ODC trailers, and pullers.
- Transportation and Accident Management: Experience in liaising with Regional Transport Offices (RTO) and insurance agencies to address transportation and accident-related issues. Ability to prepare the necessary documentation for these matters.
- Regulatory Compliance: Knowledge of export regulations, trade policies, and compliance requirements. Ensure adherence to applicable laws and regulations in export activities.
- Problem-Solving and Risk Management: Strong problem-solving skills to address export-related challenges, mitigate risks, and find solutions in a dynamic environment.
- Government Liaison and Relationship Building: Excellent communication and interpersonal skills to liaise effectively with various stakeholders, including shipping lines, C&F agents, customs officials, RTO, insurance agencies, and internal teams. Ability to build and maintain strong relationships.

Accomplishments-

- Played a pivotal role in achieving cost reduction objectives.
- Successfully executed DDP and DDU deliveries without any detention or demurrages.
- Ensured timely completion of all chartered vessel operations without any detention or demurrages.

Educational Qualification

- Bachelor of Arts from Bundelkand University in the year 2005
- Master of Arts from Bundelkand University in the year 2007
- MBA (Management Business) from Sikkim Manipal University, Delhi in the year 2012

Personal Details:

Father's Name : Shri Jai Prakash Gupta
Date of Birth : 12th Jan 1982
Languages : English, Hindi.
Marital Status : Married.

(Amit Gupta)