

KARAMVIR SINGH

SENIOR OPERATIONS MANAGEMENT PROFESSIONAL – Dispatch & Logistics

Advertising • Marketing Management • Public Relations Management

An insightful professional with 11 years of overseeing, and handling organization's operations, including Production, Orders Management, Corporate Dealing, Dispatch, and Quality Control; Possessed demonstrative capability of transforming operations activities by going beyond boundaries.



PROFILE SUMMARY

- **Seasoned and Accomplished Professional with standout experience, reflecting year-on-year success** in the areas of networking with the corporates, securing the orders, supervising & optimizing the production to complete orders, recruiting & leading staff to enhance efficiency, purchasing raw materials, manufacturing, negotiations, quality control, and client engagement. Distinguished career reflects continual advancement, a depth of valuable & diversified leadership experience, and consistent achievements in driving business operations that produce dynamic results.
- **Demonstrated excellence and experience** in managing the day-to-day business & office functions while maintaining highest standards of efficiency, and productivity; managing the orders, administrative functions, and staff training. Distinction in performing dispatch & logistics operations within a deadline-paced environment. Exhibited excellence in ensuring the right products are delivered to the right location on time, to the quality required, and cost-effectively.
- **Extensive experience** in dealing with and working with clients of high repute, including **International Tractors Limited and Mahindra, GDB Enterprises & Mahindra Limited**, with a business perspective.
- **An MBA executive possesses exponential knowledge of various modules**, including business analysis, talent management, accounting for managers, ethics, CSR & business environment, change management, financial, marketing, operation, leadership in the global context, entrepreneurship, consulting practice, project management, information technology for managers, personal financial planning, strategic management, global financial institution, investment analysis, and innovation graduate project. Well-versed with Marketing concept, and hotel industry standards. Prepared to embrace a role in Hotel Industry.

WORK EXPERIENCE

Since Sep 2017 **Proprietor**
G.S. Enterprises

Key Deliverables:

- Devising new strategic plans and policies to bring the visions to reality, including setting out clear aims and objectives, and comprehending the upcoming expectations for business growth, both in the short and long run.
- Developing a production strategy underpinned by a master schedule aligned with growth plans and relevant production strategy. Embedding a mindset across the production, discovering improvements and efficiency of production operations.
- Demonstrating an ability and team encouragement to identify and drive continuous improvement initiatives. Planning and implementing the logistics systems & processes to maximize efficiency and productivity.
- Taking end-to-end ownership for safety, quality, service, cost, and sustainability targets. Instrumentally achieving the sustained output with high-quality, optimum cost, and enhanced productivity levels.
- Maintaining a constant look forward view with manufacturing leadership to ensure that the production unit's capabilities are continually assessed, improved, and adequately in place to deliver against customer expectations.
- Contributing to creating and implementing best practice logistics vision, strategy, policies, processes, and procedures to aid and improve operational performance.

CONTACT

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Chandigarh

SIGNATURE SKILLS

Strategic Planning

Operations Management

Production Operations

Orders Management

Corporate Dealing

Manufacturing

Office Management

Business Operations

Dispatch Operations

Quality Control

Negotiations

Accounts Management

Law Processes

Purchasing

Equipment Maintenance & Replacement

Budgeting

Inventory Management

Resource Utilization

Sales Operations

Production Scheduling

New Product Lines Management

Inventory Management

Resource Utilization

Sales Operations




Production Scheduling

New Product Lines Management

- Ensuring optimum utilization of resources, such as materials, labor, and equipment, to complete production targets. Identifying discrepancies between inventory records and taking action.
- Ensuring the overall outbound materials are shipped to customers promptly in adherence to delivery schedules and respective shipping requirements.
- Conducting periodic spot-checks of inventory levels, supplies, or spare parts.
- Arranging the shipments with suppliers and freight forwarders, developing effective operating relationships with strategic suppliers for on-time delivery.
- Entrusting with the accountability of planning, handling, supervising, directing, and reviewing the manufacturing operation or production department of the establishment. Ensuring that the goods were delivered in the right quantities, to the right customer, and at the right time.
- Innovating the human capital by recruiting, mentoring, training, and handling the end-to-end staff. Setting up and implementing the organizational policies and procedures pertaining to sales.

Since
April 2011

● Grewal Enterprises

 <p>Career Elevation:</p>	Since April 2011	 <p>Proprietor</p>
	July 2007 – March 2011	 <p>Factory Manager</p>

Key Deliverables:

- Developing and implementing the standard operating procedures for production operations. Playing a key role in uplifting production quality and factory efficiency.
- Spearheading the two major facets, such as Quality & Quantity, to achieve the organization's requirements and uplift the highest customer satisfaction levels.
- Resourcefully accomplishing the sustained output with high-quality, optimum cost, and enhanced productivity. Comprehending and communicating the market messages to the fields in collaboration with the marketing department.
- Playing a significant role in uplifting production quality and factory efficiency.
- Proactively determining gaps by analyzing existing systems & processes and implementing corrective actions for rectification.
- Defining and implementing best practices, assist with daily operations, inventory management, supply chain/purchasing, and logistics.
- Displaying financial acumen in formulating the departmental budget.
- Creating production schedules and maintaining adequate levels of raw materials and finished products to ensure seamless functioning. Executing the changes to machinery and equipment, production systems, and work methods.
- Controlling the end-to-end quality control inspection system and formulating the production reporting procedures. Nurturing robust relationships with business clients and negotiating sales contracts by driving the sales team.
- Assuring reliability within the equipments by planning and preparing equipment maintenance schedules and recommending machines' replacement.
- Coordinating and overseeing the activities of sales departments in commercial, industrial, wholesale and retail, and other establishments.
- Directing the end-to-end regional and divisional sales operations.
- Facilitating the rolling out of new product lines through strategic planning.
- Introducing employees to the utilization of new equipment and production techniques through recruiting training, and coaching.
- Developing a diverse team of dynamic professionals motivated to give their best for organizational operations, including manufacturing, dispatch, and logistics.

EDUCATION & CREDENTIALS

Pursuing MBA Executive

University Canada West.



Modules:

- Business Analyst
- Talent Management
- Accounting for Managers
- Ethics, CSR and Business Environment
- Change Management
- Financial Management
- Marketing Management
- Operation Management
- Leadership in the Global Context
- Entrepreneurship
- Consulting Practice
- Project Management
- Information Technology for Managers
- Personal Financial Planning
- Strategic Management
- Global Financial Institution Management
- Investment Analysis & Management
- Innovation Graduate Project

LLB

Punjab University, Chandigarh

July 2013



B. Com (Hons.)

GGDSD College, Sector 32,
Chandigarh

October 2010




Diploma in Computer Applications

involving C++ language, Microsoft office, and Excel.


- 🏆 GST Practioner and Holder of 3 GST Certificate
- 🏆 Holding life time Practioner certificate in Indian Judiciary system.
- 🏆 Holding valid Tax Deductor certificate.

PERSONAL DETAILS

 **Date of Birth:** 13th August 1989

 **Nationality:** Indian

 **Languages Known:** English, Hindi, and Punjabi

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 **Address:** House No 547, Sector 33 B, Chandigarh 160020