**DEEPAK BHARDWAJ**

**M: - (+91) 9805184822 / 8580521604**

**E: -****bhardwaj.rishu04@gmail.com**

**PROFILE SUMMARY**

* To be a part of a success-driven organization where I get ample opportunities to quench my thirst for knowledge and render my service to the best of my abilities.
* 10 + Years of experience in **Plant & Overall Operational Management.**
* Adept in planning, and coordinating compensation and benefits activities and staff of the organization.
* Skilled in handling large workforces, maintaining a peaceful & amicable work environment in the organization, and initiating measures for the benefit of people in the organization.
* Proficient in swiftly ramping up projects with competent cross-functional skills and ensuring on-time deliverables within pre-set cost parameters.

**SKILL SET**

|  |  |  |
| --- | --- | --- |
| Lean manufacturing, JIT Production , TOC  | HR Operations | Cost / MIS |
| Resource allocation, 5S, KAIZEN | Plant Management | Grievance Handling |
| P&L Accountability, FIFO, LIFO | General Administration | BDM & GeM Portal management |
| ERP, Accountability  | Coordination & Team building | Operational Management |

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **University/Board** | **Year** | **Course Type** | **Percentage** |
| M. TECH  | OPJS UNIVERSITY | 2018 | Correspondence/ Non Attending  | 64 % |
| B. TECH  | OPJS UNIVERSITY | 2016 | Full – Time | 67 % |
| DIPLOMA (ME) | HPTSB | 2011 | Full – Time  | 69 % |

**AREAS OF EXPERTISE**

# Engineering software: - Master Diploma in Product Design & Analysis (MCADD)

* AutoCAD (2D+3D)
* PRO/ENGINEER wildfire, CREO Elements
* Ansys
* SolidWorks
* Project Planning and Management (MSP)
* MS Office, Excel & Computer Applications

# Well, acquaint with computer-based statistical packages i.e., MS Office (Word, Excel, and PowerPoint), SAP, ERP, and WPS.

**AWARDS & ACHIEVMENTS**

**1. Stand out performer of the Year –** Employee Meet 2019

**2. Mover of mountains of the Year –** Employee Meet 2020

**3. Employee of the Year –** Employee Meet 2021

**4. Valuable Asset of the Year** –Employee Meet 2022

**5. The Growth Driver** –Employee Meet 2023

**6. Alpha of the Department -** Employee Meet 2024

**WORK EXPERIENCE**

# ALDER FURNITURE PVT LTD

**Position: Vice President – Plant & Operations**

 **Tenure:** 10th Oct 2016 –Till Date

**Work Location:** Delhi

# Position: Operations Manager from Oct 2016 to Jan 2018

# Position: Plant & Management Head from Feb 2018 to Jan 2020

# Position: General Manager – Plant & Operations from Feb 2020 to Jan 2022

# Position: Vice President – Plant & Operations from Feb 2022 to TILL DATE

# CADD CENTRE TRAINING SERVICES PVT LTD, Shimla &Solan HP

# Position: Operations Manager – Design

# Tenure: Aug 2014 – Oct 2017.

**Work Location: (Part-Time/ WFH)**

# SANTO FORMULATIONS (A UNIT OF MERIDIAN GROUP) SOLAN, HP

# Position: Operations Executive

# Tenure: 01st Aug 2011 to 31st Jul 2013.

**Work Location:** Delhi

**JOB RESPONSIBILITIES**

**Manufacturing/Assy. / Production Planning and Controls:**

* Head / Manufacturing, Assy., Production and overall shop floor operations responsibilities - Machine shop, NC &VMC machine shop, tool room, Assembly shop, weld. Shop, Paint shop, Powder coating, and maintenance schedule.
* Overall responsibility for daily, monthly, and production targets. Throw M I S.
* Overall responsibilities of plant/plant activity.
* Value the different perspectives skilling that individuals to their work.
* Lead the production team to ensure that all production target is met and executed as per order
* Within time and development preproduction/manufacturing in time.
* Planning, directing, and coordinating the operations across production functions to achieve the monthly production plan & time.
* Development of new product. Participate in planning long and short-term strategies.

**Quality Controls:**

* Knowledge of quality and continuous improvement philosophy, Papp document, quality standard, Quality need and strategic planning, customer satisfaction, project management, Statistical method, and problems, solving methodologies.
* Calibration of instrument & gauge as per calibration plan.
* Customer complained with why, why analysis .and his satisfaction with evidence.
* Rejection and rework monitoring. And educated to concern department
* Fully conversant with concept and application of quality and process implement tools to facilitate smooth functioning of overall operations.
* Professional record demonstrates strong problems solving skills through process and re-engineering while ensuring significant cost reduction.
* Calibration up gradation as per schedule – gauges / fixtures / instrument etc.

**Process & Improvement Activity:**

* Develop maintain effective techniques for efficient engineers, supervisors, and operators and achieve a maximum saving of cost.
* Responsible for mentoring supervisors, engineers & technical troubleshooting for subordinates.
* Establishing all working norms, safety practices, shut down procedures, and also contingency plans.
* Responsible for process plan and tooling selection for NEW DEVELOPMENT PRODUCTS.
* Analysing and improvement for maximizing production and minimizing rejection.

**M.I.S. Activity:**

* MIS provide important document and reports to top management.
* MIS of all areas. For better improvement of org.
* Managing responsibility and ensuring all safety and environmental policies are being followed in the plant.
* Communicating the customer order details to the production department and consulting them in fixing the order finalization and dispatch schedule after assessment of plant availability.
* Prepare a monthly manpower plan. Make sure all vacant positions are filled in coordination with the personnel/HR department.
* Prepare monthly production and assembly Plans.
* Prepare and scheduling of machine maintenance according to production planning

**Store Management & Inventory System:**

* Coordinating with Planning, Sourcing, and Dispatch Groups and finally fixing the production schedule.
* Procurement of raw material/packing materials consumable and misc. at most completive prices with the coordinate of the purchasing team.
* Reduce store inventory & monitor finish good inventory.
* Prepare and scheduling of raw materials according to production planning
* Co-ordinate with the procurement department to ensure for smooth supply of raw materials..
* Co-ordinate with the purchasing department to ensure for smooth supply of Cutting tools

**Procurement Management:**

* Developing and implementing purchasing strategies.
* Managing daily purchasing activities, supervising staff, and allocating tasks.
* Managing supplier relations and negotiating contracts, prices, timelines, etc.
* Maintaining the supplier database, purchase records, and related documentation.
* Coordinating with inventory control to determine and manage inventory needs.
* Ensuring that all procured items meet the required quality standards and specifications.
* Preparing cost estimates and managing budgets.
* Working to improve purchasing systems and processes.
* Training new employees in the purchasing process and how to use the purchasing system.

**General Administration of Plant:**

* Co-ordinate with HR Dept. / personal department to ensure manpower planning.
* Defining development and training programs for employees to insure the growth of professional expertise for operational needs.
* Prepare employee safety procedures and make sure that these procedures are enforced
* Coaches and trains production staff and prepares job training programs.
* Promoting a positive attitude in the work environment while enforcing group policies and providing feedback.
* Review performance of subordinates.
* Demonstrate ability to interact and cooperate with company employees/staff.
* Evaluate the performance of staff, recommends promotion, and additional training.
* Installation of new plants and machinery.
* Maintenance and up graduation of factory and machinery for better efficiency with the support of maintenance teams.
* Ensure smooth functioning of security, utility services, and better housekeeping.
* TRANSPORT MANAGEMENT

**Cost Control Activity:**

* Performing cost comparative and optimization.
* To execute cost reduction plans and a new system to improve efficiency.
* For process monitoring and control of resources and improvements operational efficiency threw designing and executing system.

**Maintenance Activity:**

* Scheduling of preventive maintenance as per our machine schedule.
* Contributing to production by ensuring the running of equipment is free froma breakdown.
* Developing the annual, month, week, maintenance plan.
* Developing the daily weekly and overhaul maintenance schedule.
* Work towards reducing breakdown hours.
* Scheduling of preventive maintenance month-wise, week-wise and day-wise.

**Internal Training:**

* Supervisory Development Program
* Continuous Improvement by KAIZEN
* Teamwork
* Leadership & Management training program.

**BDM Government Sales & Gem Portal**

* Working Knowledge of OEM Panel
* Manage complete Company portfolio on GEM Portal.
* Know how to make all documents required for bidding.
* Tracking of EMD & Bank Guarantee.
* Familiar with Tendering Process and with prior experience
* Follow up- All mail, (PBG) - Bank Guarantee, EMD Release, Material Dispatch, payment & other deductions.
* Keeping records of all the Tenders published by department and uploading/submitting the general, technical, financial documents through online and offline platforms.
* Manage bidding process form consortiums with partner firms, prepare bid documents, follow-up with client/ partners till bid is submit.
* Arrange DD from accounts department for EMD, PBG, and Tender Cost Processing fee for E- tendering and submit the same within given time period

**PERSONAL INFORMATION**

* **Date of Birth:**12th, June 1993
* **Father Name:**Mr. Ranjeet Singh
* **Permanent Address:** Village – Karnehra, PO – Phagoti. Tehsil – Barsar,Distt – Hamirpur HP -176039
* **Marital Status:**Married

**DECLARATION:**

* I hereby declare that the above-written particulars are true to the best of my knowledge and belief.
* Reference can be given if required

**Date DEEPAK BHARDWAJ**