Dhaliwal Baljeet



HANDYMAN

23 вересня 2021 Місто: Київ

Готовий до відряджень: Василівка (Київська обл.)

Вік: 69 років

Режим роботи: повний робочий день, вільний графік роботи, позмінна робота

Категорії: Логістика, доставка, склад, Офісний персонал, Керівництво

✔ Перебуваю в шлюбі

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Опис

PROFESSIONAL SUMMARY

PERSONAL STATEMENT Manager with over 25 years of successful experience in Operations and Distribution. Recognized consistently for performance excellence and contributions to success in Petroleum Products industry. Strengths in management of assignments backed by training in multiple fields by the organization.

A highly motivated manager well versed in retail management, office administration and supervision of subordinates. Enjoy challenges and consistently achieved high standards and exceeded company targets

(KPI) through effectively working as a team player. Experience in all areas including supervision of manpower (a team of more than 20 employees and more than 100 contractual (workers), customer service,

operations/distribution, Quality control, health and safety at work place,(following SOP), negotiation with stake holders of company, such as, suppliers, contractors and transporters, co-ordination and liaison with Government agencies . Multi-talented manager consistently rewarded for success in planning and operational improvements. Experience in policy development and staff management procedures positively impacting overall morale and

productivity.

WORK HISTORY

Sr. Manager Operations, 06/1984 - 08/2017

Hindustan Petroleum Corporation Limited Different parts of India,

Different Locations With In India, India

SKILLS

Started carrier as Clerk/Office Assistant and after putting almost 39 years in service retired as Sr. Manager Operations.

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Worked on different assignments at different levels and at multiple

locations.

• In beginning of career worked as office assistant but with the passage of time I progressed and was assigned many more higher responsibilities, which I handled efficiently and performed well. Proved successful working

within tight deadlines and fast-paced atmosphere.

•Managed safe and secure storage and distribution of Petroleum products in big installations. (Balance maintained between storage and supplies/distribution)

•Office administration & Team Operations

•Sales inventory operations planning (SIOP)

• Plant and warehouse operations Strategic Planning and Administrative support

•Industrial, worksite, crew, public safety

•• Quality control Management

• Staff training and development

• Operational budget forecasting

• Planning and Coordination

• Risk analysis and management

• Cost reduction strategies

• Cross-functional communications

• Performance Evaluations

• Project planning and development Employee relations and conflict resolution.
. Managed team of more than 20 subordinates as successful supervisor. Supervised/Managed more than 20 fulltime and part-time staff and more than 100 crew members of Tank Trucks provided by Transport contractors for distribution of products to dealers/distributors network.

• In charge of disciplinary action when deemed necessary against erring subordinates.

•Demonstrated respect, friendliness and willingness to help wherever needed.

• Developed team communications and information for meetings.

• Was;.

• Responsible to achieve targets of sales and distribution.

. Responsible to maintain cordial business relations with Business partners of Company, i.e. Transporters, Dealers, Contractors.

• Responsible for training and development of all crew members for safe handling of petroleum products.

• Eased team transitions and new employee orientation through effective training and development.

• Developed and implemented high-quality work environment as measured through employee satisfaction ratings.

• Trained and guided team members to maintain high productivity and performance metrics.

• Trained new employees on proper protocols and customer service standards.

• Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits.