

ASHISH MAKIN

Contact No: 9687629550

Email: makinashish.makin@gmail.com, makinashish.makin@rediffmail.com

Objective

To work with a group where I can utilise my skills towards the growth of the organisation

Areas of Expertise

- All factory activities.
- Logistics & Supply Chain
- Liaisoning work with Government Depts.
- Commercial Affairs
- Factory Accounts and Admin
- Handel Stores, and Purchase
- Export and Import Advance Licenses Process and Redemption

Employment History

Organisation : DOMS INDUSTRIES LTD
Designation : General Manager –Commercial
Duration : From 08.11.2022 To 21.07.2024
Nature of Business : Manufacturer of STATIONERY PRODUCT.

Key Responsibilities:

- Plan, control, communicate and implement procedures and processes for the overall efficient operations of the factory.
- Lead and direct executive management team in the development, production, promotion of products and services.
- Analyze Sales, Marketing and finance and other reports to gain insights into how to improve performance and maximize growth of Company and provide to MD Sir.
- Controlling of two units main unit at UMBERGAON MAIN PLANT and another unit at UMBERGAON
- Manage Daily operation of Production and Domestic and Export Dispatches.
- Co-ordination with Marketing Team for Order Position and Dispatch Planning.
- Planning of Raw material, Stores Purchase etc.
- Product wise Cost Sheet for Domestic and Exports and provide to MD Sir and Marketing Team.
- Co-Ordination with Production Team for Daily plan for productions, raw material.
- Co-Ordination with Maintenance Team i.e. Machine and Electricals and planning for Machines maintenance related work plan for spares required.
- Co-Ordination with HR Team for planning for Man Power Strength and technical staff.
- Develop accurate and consistent bids with the help of relevant departments.

- Liaisoning with Govt. authorities like Service Tax, JDGFT (for Obtaining & Discharge Advance Licenses), Central Excise & Customs for regulatory compliances.
- Export Documentation (Pre Shipment and Post Shipment), Adv. License Maintain With Sion Norms, Application In DGFT ,All Custom related work
- Maintain budgets and optimize expenses.
- Prepare regular report for Top Managements.
- Authorization of approval of Purchase Orders/Sales Invoices and other factory related works.
- Govt department related works i.e. Government and semi government and local authorities.
- Assess risks involved with new initiatives, ensure deadlines are met and be ready to handle unexpected situations
- Handling matters of Internal/external/Statutory auditors on regular basis.
- Managing Transportation & Logistic functions like negotiating with transporters for cost effective transport solutions, monitoring and analyzing the loss in transit and undertaking measures to control the same, Insurance Claims.
- Day by day all factory reports provide to Managing Director.

Organisation : TECHFAB (INDIA) IND.LTD.,(Group Of Jai Corp Ltd)
Designation : General Manager –Commercial
Duration : From 1.10.2012 To 24.09.2022
Nature of Business : Manufacturer of Geo Textiles Products.

Key Responsibilities:

- Plan, control, communicate and implement procedures and processes for the overall efficient operations of the factory.
- Lead and direct executive management team in the development, production, promotion of products and services.
- Analyze Sales, Marketing and finance and other reports to gain insights into how to improve performance and maximize growth of Company and provide to MD Sir.
- Controlling of two units main unit at Daman and another unit at Athal Silvassa.
- Manage Daily operation of Production and Domestic and Export Dispatches.
- Co-ordination with Marketing Team for Order Position and Dispatch Planning.
- Planning of Raw material, Stores Purchase etc.
- Product wise Cost Sheet for Domestic and Exports and provide to MD Sir and Marketing Team.
- Co-Ordination with Production Team for Daily plan for productions, raw material.
- Co-Ordination with Maintenance Team i.e. Machine and Electricals and planning for Machines maintenance related work plan for spares required.
- Co-Ordination with HR Team for planning for Man Power Strength and technical staff.
- Develop accurate and consistent bids with the help of relevant departments.
- Liaisoning with Govt. authorities like Service Tax, JDGFT (for Obtaining & Discharge Advance Licenses), Central Excise & Customs for regulatory compliances.
- Export Documentation (Pre Shipment and Post Shipment), Adv. License Maintain With Sion Noms, Application In DGFT ,All Custom related work
- Maintain budgets and optimize expenses.

- Prepare regular report for Top Managements.
- Authorization of approval of Purchase Orders/Sales Invoices and other factory related works.
- Govt department related works i.e. Government and semi government and local authorities.
- Assess risks involved with new initiatives, ensure deadlines are met and be ready to handle unexpected situations
- Handling matters of Internal/external/Statutory auditors on regular basis.
- Managing Transportation & Logistic functions like negotiating with transporters for cost effective transport solutions, monitoring and analyzing the loss in transit and undertaking measures to control the same, Insurance Claims.
- Day by day all factory reports provide to Managing Director.

Organisation : Sunrise Containers Limited
Designation : Commercial Manager Sr
Duration : From 16 Aug-2011 To 30.09.2012
Nature of Business : Manufacturer of Pet Bottles & Jar

Key Responsibilities:

- Export Documentation (Pre Shipment and Post Shipment)
- Ensure statutory compliances related to Sales Tax, VAT, Pollution Control Board, etc.
- Co - ordination with the Production Heads for Timely production and dispatch.
- Managing Transportation & Logistic functions like negotiating with transporters for cost effective transport solutions, monitoring and analyzing the loss in transit and undertaking measures to control the same, Insurance Claims
- Packaging of Finished goods
- Warehouse Administration
- Ensuring Minimum Inventory of Packing material Stores is maintained at all times.
- Liasoning with Govt. authorities like Service Tax, JDGFT (for Obtaining & Discharge Advance Licenses), Central Excise & Customs for regulatory compliances.
- Raw Material Management
- Guiding the factory approvals in compliances by buyers, auditors or third party auditors
- Evaluating the post shipment actual costs of material, labor and overheads as compared with budgeted costs and making further improvement plans.

To summarize, I take care of all activities pertaining to Excise, Billing, Dispatch, Sales Tax, and Logistics.

Organization : Polycab Wires Private Ltd
Designation : Logistics Head
Duration : October 2009 – August 2011,
Nature of Business : One of the largest Manufacturers of LT Power/ Control,

Instrumentation, House Wires, Cables.

Key Responsibilities:

- Identify, select & supervise Logistics partner for stock movement local & national level.
- Maintaining of Physical Stock Inventory Reports
- Preparation of Stock Reconciliation Report
- Updating the Physical stocks & creating the new physical stock tables.
- Analyzing the Quality Control with the Standard levels.
- Handling Quarterly Internal Audits
- Co - Ordination with Production & Marketing Heads for Production Planning , Domestic & Export dispatches
- Logistical packing
- Analyzing loss in transit & undertaking measures to control the same and ensuring timely delivery & transit norms, Insurance claims
- Freight Management covering Forecasting & Fixation of Rates Mechanism of Freight Rates / Models / Process / Lane mapping. Factors affecting freight - Market forces, seasonality, demand and supply, statutory regulations, Fleet cartels. To negotiate and enter into Rate Contract with transporters
- Interacted with Central Excise & Customs, JDGFT for procurement & discharge of Advance & EPCG Licenses, Sales Tax Dept. for filing of Monthly Returns, and other Statutory Bodies i.e. KIADB, KSPCB, as and when required.
- Handling Govt. Legal Matters Exemptions for SEZ units.

Organization : PVC Converters (I) P Ltd
Designation : Commercial Manager
Duration : November 2005 – September 2009
Nature of Business : Manufacturer of PVC Films & Laminated Sheets

Key Responsibilities:

- Planning and budgeting of materials based on the projected plan.
- Comparison of projected production plan with the production capacity.
- Process wise implementation of production plan.
- Prioritize the production plan.
- Raw Material Management
- Liaisoning with Govt. authorities like Service Tax, JDGFT (for Obtaining & Discharge Advance Licenses), Central Excise & Customs for regulatory compliances.
- Responsible for entire Domestic and Export dispatches
- Maintain Minimum Inventory of Stores
- Headed the Accounts & Admin Dept. for Statutory Compliances.
- Interacting with Auditors - (Internal, Bank and Statutory).
- Assessment Sales tax, Excise, VAT
- Export Documentation (Pre Shipment and Post Shipment)
- Was responsible for procurement of store items, such as spares, Electrical Items, packing materials and dye stuffs. Follow up with the purchase dept. and local suppliers for timely delivery of materials.

- Oversee the functions such as receipt of store items, its proper recording after counting/weighing. Ensure proper storing of materials in bins and racks. Preparation of gate inward, preparation of MRR, its debit/credit note if any due to shortage/excess/rate difference if any.
- Ensure that the monthly statements are prepared sent as per the requirements of the corporate office.
- Scrutinize and authorize payments for contract workers.

Achievements:

- Played a key role in handling cases pertaining to Central Excise, filing of replies to demand show cause notices and filing of appeals including stay recovery.
- Been pivotal in handling sales tax including assessments and looking after sales tax functions of the company.

Organization : Global Elect –Tech Ltd
Designation : Operations Manager
Duration : September 1999- October 2005
Nature of Business : Manufacturers of Diesel Generating Sets

Key Responsibilities:

- Planning and budgeting of materials based on the projected plan.
- Comparison of projected production plan with the production capacity.
- Process wise implementation of production plan.
- Prioritize the production plan.
- Raw Material Management
- Liaisoning with Govt. authorities like Service Tax, JDGFT (for Obtaining & Discharge Advance Licenses), Central Excise & Customs for regulatory compliances.
- Responsible for entire Domestic and Export dispatches
- Maintain Minimum Inventory of Stores
- Headed the Accounts & Admin Dept. for Statutory Compliances.
- Interacting with Auditors - (Internal, Bank and Statutory).
- Assessment Sales tax, Excise, VAT
- Export Documentation (Pre Shipment and Post Shipment)
- Was responsible for negotiation & procurement of store items, such as spares, Electrical Items, packing materials and dye stuffs. Follow up with the purchase dept and local suppliers for timely delivery of materials.
- Oversee the functions such as receipt of store items, its proper recording after counting/weighing. Ensure proper storing of materials in bins and racks. Preparation of gate inward, its debit/credit note if any due to shortage/excess/rate difference if any.
- Ensure that the monthly statements are prepared sent as per the requirements of the corporate office.
- Scrutinize and authorize payments for contract workers.
- Debtors Realization & Payment Control

Organization : Western Indian Machinery Co
Designation : Works Manager
Duration : June 1994 – September 1999
Nature of Business : Manufacturer and Exporter of Diesel Generating Set, Pumps, Pumping Sets, Electric Motors.

Key Responsibilities:

- Planning and budgeting of materials based on the projected plan.
- Comparison of projected production plan with the production capacity.
- Process wise implementation of production plan.
- Prioritize the production plan.
- Raw Material Management
- Liaisoning with Govt. authorities like Service Tax, JDGFT (for Obtaining & Discharge Advance Licenses), Central Excise & Customs for regulatory compliances.
- Responsible for entire Domestic and Export dispatches
- Maintain Minimum Inventory of Stores
- Headed the Accounts & Admin Dept. for Statutory Compliances.
- Interacting with Auditors - (Internal, Bank and Statutory).
- Assessment Sales tax, Excise, VAT
- Export Documentation (Pre Shipment and Post Shipment)
- Was responsible for negotiation & procurement of store items, such as spares, Electrical Items, packing materials and dye stuffs. Follow up with the purchase dept and local suppliers for timely delivery of materials.
- Oversee the functions such as receipt of store items, its proper recording after counting/weighing. Ensure proper storing of materials in bins and racks. Preparation of gate inward, its debit/credit note if any due to shortage/excess/rate difference if any.
- Ensure that the monthly statements are prepared sent as per the requirements of the corporate office.
- Scrutinize and authorize payments for contract workers.
- Debtors Realization & Payment Control

Stated Career with Jaksons Engineer Ltd as an Accountant.

Worked from April 1993 – June 1994

Was responsible for Handling Petty Cash, Excise Returns, Sales Returns, Assisting in preparation of Balance Sheet.

Academic Qualification

- Commerce Graduate from Rewa University in 1992.

Computer Skills

- SAP
- ERP
- Tally – 9.0

Personal Details

Date of Birth : 31 March, 1972
Marital Status: Married
Res. Address : DAMAN
Languages Known: Hindi, English

Date: 07.09.2024

(Ashish Makin)