

CURRICULUM VITAE

VINCENT SUSAI

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Objective

CSM Certified innovative and solution focused professional, having more than 15 years of experience in various port operations, Warehouse Operation, Logistics and QHSE. Seeking challenging leadership roles that fully utilize my Knowledge, experience, creativity, strong analytical ability, presentation skills and expertise in providing strategic insight, directions and process training development for the growth of the industry. Well versed in coaching teams on ISO principles and practices in order to achieve the business goals collaboratively. Skilled at communicating & motivating team members to enhance strategic goals and bottom line objectives.

Technical Skills

- Certified Scrum Master.
- VAB - Send WhatsApp message and Email Using Excel and Report Generation ➤ Capability Maturity Model Integration (CMMI).
- ISO 9001:2015 Quality Management System
- ISO 14001:2015 Environment Management System
- ISO 45001:2018 Safety Management System
- ISO 9001:2008 Quality Management System
- ISO 27001:2005 Information Security Management System
- ISO 31000 Risk Management System
- ISO 14001: 2004 Environment Management System ➤ OHSAS 18001:2007 Safety Management System ➤ Agile Methodology.
- Database based Windows C# form application, Windows Service and ASP.NET C# Website.
- Good Knowledge in SQL, C#. Android.
- Good Knowledge in MS SQL Server, MYSQL, PostgreSQL, Oracle and Access Database. ➤ Risk Management and Methodology.
- Microsoft Power BI.

Project

- Developing and implementing Windows based Warehouse Management System with C# and PostgreSQL and MySql.
- Developing and implementing QR Code - Android mobile based Warehouse Management System with PostgreSQL

Berger Paints India Limited - Working as Manager – Logistics, commercial in Finance and Accounts from Nov 2019 to till date.

- Manage day to day operation and administrative matters of all warehouses through Depot Admins, Managers / CFA managers.
- Ensure timely receipt & storage of goods at all warehouses.
- Ensure orders are billed within timeline.
- Ensuring warehouse operations as per company policies
- Analysis of Shortage and Interchange cases of incoming stock at depots. Take timely corrective actions.
- Monitoring storage norms, stacking height & FMFO compliance at warehouses.
- Ensure compliance of correct segregation and classification of stock as per the defined categories
- Ensure inventory accuracy at all depot (Capture reasons for discrepancy and drive action plan with depots).

- Ensure overall performance of all depots as per score card. Identify low performing depots and drive action plan for the improvement plan.
- Monitor performance, ensure the expenditure is below the Budget
- Closely works with RSMs/RMs to ensure that optimum customer service, distribution and speed-to-store (that is expected by the customers can and) will be achieved
- ABC analysis to identify Fast, Slow and Non Moving Items
- Analyze Inventory Turn Over Ratio, Stock to Sales Ratio, Stock Cover Days and Inventory Days in Hand to reduce Non and Slow Moving items and reduce storage cost.
- Control warehouse Cost per square foot by optimum utilization warehouse space.
- Set KPI and Ensure to achieve the Target – Shipping Time, Order Accuracy, Delivery Time, Transportation Cost, Warehouse Cost, Inventory Accuracy

- **Transportation:**
 - As per guidelines issued by Central Transportation team.
 - Identifying transporters in new routes (existing routes, where required) including negotiation and cost evaluation.
 - Freight comparison, negotiation & proposing new opportunities for cost reduction.
 - Ensuring transporter performance, review and improving service level as Transporter scorecard.
 - Executing improvement plans for service related issues as agreed existing and new transporters. - Ensure compliance in transporter bill processing and timely payment.

- **Infrastructure Management:**
 - Propose infrastructure requirement at all warehouses.
 - Drive deployment of infrastructure as per approved capex Audit Management.

- **Audit Management ➤ Internal audit**
 - Planning of monthly internal stock audit and its compliance.
 - Ensure perpetual inventory counting during depot visit- EHS & safety audit compliance.

- **External audit**
 - Compliance as per third party stock audits and submitting action plan- ISO audit preparation and successful audit without exception Identify improvement opportunities arising out of audit observations and closure of actions EHS, Safety & Statutory compliance (under guidance of Central team for Safety and EHS).
 - Ensure standard safety measures in the warehouse to avoid accidents.

- **Sale accounting / Receivables**
 - Ensuring accurate sale Accounting (Invoicing& sales returns).
 - Collection management (PDC deposit /security cheque / bank collections & BCT classifications).
 - Ensure quarterly balance confirmation, reconciliation and closure.

- **Budgeting & Costing**
 - Preparation of annual budget.
 - Execute branch cost saving initiatives as per the plan

- **Customer support management**
 - Conduct monthly meets with Sales team on various Sales support related issues for timely closure of issues and identify / close improvement areas
 - Ensure all customer complaints (SR) are closed as per TAT
 - Represent various Distributor/customer meets
 - Handling all internal external customer escalations and provide solutions.

- Proactivity support internal customers for various month end / sales closing

Gangavaram Port Limited – Operations, Quality, Health, Safety and Environment in Gangavaram Port Limited from Oct 2013 to Oct 2019

- Worked with multiple teams for smoother operations and quality initiatives. Helped teams to resolve impediments on time by collaborating with internal and external stake holders. Maintained a positive work culture among the teams.
- Provided an analytical and statistical resource for the investigation of operational activity, performance measurement and operational cost to top management to fulfil KPI reporting requirements for the company and statutory requirement.
- Implemented monitoring and review of risk assessments, policies, operating procedures, work instructions, inspection and legal obligations with respect to Quality, Health and Safety, Environment management system in Port and in Operations.
- Gathering and updating operation performance, forecasting, project documentation, business flows, and lessons learned documents.
- Mentored and coached teams on process improvement.
- Drives the teams' efforts towards continuous improvement.

Berth (Stevedoring) Operations:

- Ensure various efficiency parameters for berth operation such as pre-berthing detention, Vessel Turn Around Time. Idle Time
 - Monitor berth occupancy and berth utilization rate
 - Preparation of Vessel Performance Analysis report
 - Preparation of MIS commodity wise and customer wise
 - Demurrage and Dispatch Calculation as per operations parameter
 - Calculate and Analyze the Average Berth Day Put (Commodity wise, Vessel class wise, Handling Equipment wise)
 - Analyze the Capacity Utilization
 - Analyze Average Parcel size commodity wise
 - Unloaders Utilization and Stoppage Analysis
 - Monitoring Non-Working time of Vessel at port and at the Berth
- Warehouse Operations:**
- Monitor the Standardization of Fertilizer (Manual and Mechanical Bagging)
 - Monitor Truck Dispatch of Bagged Cargo (Manual Loading and Mechanical Loading)
 - Monitor Rake Dispatch of Bagged Cargo (Platform Loading and Truck Loading)
 - Monitor the Mechanical Bagging Plant Utilization and Capacity utilization of the Warehousing
 - Monitor Rake Loading Operational time
 - Analyze rake loaded capacity as per permissible carrying Capacity (Wagon Type Wise - BCN, BCNHL, and Customer Wise). Freight Loss Calculation as per permissible Carrying Capacity.

Yard Operations

- Monitor the Quay transfer throughput, Stack yard throughput, Receipt/delivery of Cargo throughput
- Monitor the effectiveness of the Cargo clearance from the wharf and Mechanical yard
- Monitor Rake Loading and Unloading Operational time - Wagon box type and Commodity wise
- Conveyor Delays analysis
- Analyze rake loaded capacity as per permissible carrying Capacity (Wagon Type Wise - BOXN, BOXNHL, BOBRN, Commodity Wise, Customer Wise) Freight Loss Calculation as per permissible Carrying Capacity
- Monitor the Yard Utilization, Dwell Time, Yard Density and Truck Turn Around Time

Railway Operations

- Calculate Rake Turn Around Time – Commodity Wise
- Analyze Rake Demurrage hours - Wagon Box Type wise and Commodity Wise
- Calculate the Rake Handover Time by railway, Rake Placement Time, Rake loading and Unloading Operation time and Rake Drawn-out time and monitor the railway way lines occupancy.

MAM School Engineering - Faculty at Department of Aeronautical Engineering from Jun 2012 to Mar 2013

- Internal Auditor Quality Management System
- In charge for Department Lab

DNB Transunion - Executive Infosec/ Consultant QA

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|---------------------------|--|---|
| Responsibilities | Process Deployment (CMMI Ver 1.2 Level 3) Quality Management and Information Security Management Reviews Metric Analysis (QMS, ISMS) | Process Audits Compliance Checks/Internal Audits Coordination of External Audit Process Performance Initiatives Process Performance Baselines |
| Significant Contributions | Designed and Implemented a review mechanism Designed and Implemented a dashboard for Risk Managements Created and Implemented the Quality DO's and DON'T for the CMMI projects Implementing and Monitor ISMS Conducted Work Product Audit, Configuration Management Audit, Phase End Audit and Release Audit. Involved in introducing the Process Compliance Index (PCI) Organizational ISMS Process, Policy, Standard, Procedure and Guidelines revamped to maintain ISMS Organizational Quality Process, Procedure, Guidelines revamped to maintain QMS | |

M/S. Villavarayar & Sons - Logistics executive - From 2006 to 2010

- Hiring trucks from Market – Influencing brokers
- Loading co-ordination with time bound
- Monitoring turnaround time
- Truck payment & accounting
- Ability to analyzing market fluctuation in various periods.

Quality, Health and Safety, Environment management system Activities:

- Implemented ISO 9001:2015 QMS, ISO 14001:2015 EMS and OHSAS 18001:2007 Occupational Health and Safety Management System in port and in operation department (Vessel Handling, Warehouse Operations, Railway Operations, Yard Operations)
- Communicate Quality health, safety and environmental policies and procedures to ensure staff understand current policy and practice requirements
- Monitor subordinate staff awareness of and compliance with Company policy and procedures to maintain a safe working environment
- Take corrective action to remedy safety hazards or risks and restore a safe working environment
- Play a key role in the development and implementation of an environmental plan concerning the activities of the operations
- Planning, Conducting and Report internal Audit. Analyze IMS objectives of port and submit to management. Prepare Minutes for management review.
- Ensure implementation of legal requirements, internal procedures and other applicable requirements for environmental protection and health and safety at work;
- Carry out internal environmental audits to ensure compliance with environmental, water and waste management legislation;
- Informing all interested parties about legislative changes and proposing compliance measures;
- Collecting and processing information on environmental aspects and drawing up specific situations;
- Monitoring the environmental factors according to the provisions of the environmental permit;

- Ensuring the validity of the regulatory acts, as well as obtaining the necessary authorizations for new activities;
- Prepare and transmit to the environmental protection authorities, the specific reports requested by their representatives or by the law;
- Collaboration with competent regulatory and control authorities; ➤ Ensuring the relationship with various external collaborators.
- Operation Department Quality Management System – Preparing and Updating Process as per ISO 9001:2015
- Operation Department HSE (Health Safety and Environment Management) System – Preparing and Updating Process as per OHSAS 18001:2007 and 14001:2015
- Identify and update the Hazard identification and Risk Assessment in day to day operations as per ISO 18001
- Identify and update the Environment Aspect and Impact Assessment in day to day operations as per ISO 14001
- Preparing and Analyzing Incident and Accident report by cooperating with safety department and communicating the CAPA to all operations to minimize the accident.
- Preparing Monthly QHSE Objective Report, Submitting Director (Operations) and MR

Quality Control

- Monitor subordinate staff awareness of and compliance with Company policy and procedures in line with quality and environmental standards
- Maintain all files and records in an up to date and accurate manner to improve the efficiency of day to day activities and compliance with statutory and quality standards
- Monitoring all ISO standard objectives and communicate to the top management
- Preparing CAPA for Non Conformity
- Responsible for transition to new ISO Standards
- Preparing, conducting Audit plan and Schedule
- CAPA Log
- Audit finding log
- Identify the areas of weakness from internal audit, external audit and create awareness

Employment History

| Employer | From | To | Designation |
|-----------------------------|-----------|------------|---|
| Berger Paints India Limited | Nov 2019 | Till Date | Manager |
| Gangavaram Port Limited | Jan 2018 | Oct 2019 | Deputy Manager Operation |
| Gangavaram Port Limited | Oct -2013 | Jan - 2018 | Assistant Manager Operation |
| MAMSE | Jun-2012 | Mar-2013 | Faculty at Department of Aeronautical Engineering |
| DNB Transunion | Sep-2010 | Oct-2011 | Executive Infosec/QA |
| Villavarayar & Sons | Jun-2006 | Jul-2010 | Logistic Executive |

Training

| Year | Title | Location | Organized By |
|------|-------|----------|--------------|
|------|-------|----------|--------------|

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| 2017 | ISO 14001:2015 and ISO 9001:2015 Internal Auditor | Vizag, India | Gangavaram Port Limited |
| 2016 | OHSAS 18001:2007 and ISO 14001:2004 Internal Auditor | | |
| 2011 | ISO 9001: 2008 Lead Auditor | Chennai, India | BSI |
| 2011 | Internal Auditor Information Security Management System ISO 27001:2005 | Chennai, India | DNB Transunion |
| 2010 | Internal Quality Auditor | Chennai, India | DNB Transunion |
| 2010 | Introduction to CMMI Ver 1.2 | Bangalore, India | KPMG |

Educational Qualification

| Education | Name of the Institution | Percentage |
|---------------|--|------------|
| M.Sc. Physics | Loyola College, Chennai | 68 |
| B.Sc. Physics | Urumu Dhanalakshmi College, Trichy | 63 |
| HSC | St Joseph's College and Hr. Sec School, Trichy | 69 |
| SSLC | St Joseph's College and Hr. Sec School, Trichy | 67 |

Personal Details

Father Name S. Susai
 Date of Birth 12.04.1979
 Sex Male
 Marital Status Single
 Permanent Address 3.149 Church St, T. Melappatti, Pudukkottai Dt, Tamilnadu
 Nationality Indian
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Declaration

I hereby declare that the information given is true to the best of my knowledge and belief.

(VINCENT SUSAI)