

## RESUME



### 1. Biographic Details

- Name : Mr. Hemant kumar Khatri
- Mobile no. : 91-9818944596
- Gender : Male
- Primary email : [hemant16016@gmail.com](mailto:hemant16016@gmail.com)
- Citizenship : India
- Marital status : Married
- Date of Birth : 11/04/1973
- Parent Name : Mr. Mahendra Lal

### 2. Address and Contact Details

- Current Address : sector-07
- City : Gurgaon
- Nation & state : India, Haryana -122001.

### 3. Academic Scores

- **Class 10/SSC**
- Board : Central Board of Secondary Education.
- Month/Year Completed: June 1989
- Major Subjects : English, Hindi, Mathematics, Science, Social Science.
- Final Marks(%) : 72
- Class/Distinction : First Class.
- Place of Schooling : Secunderabad, Andhra Pradesh.

- **Class 12/HSC**
- Institution / Board : Kendriya Vidyalaya, Central Board of Secondary Education.
- Discipline : Science.
- Month/Year Completed : June 1990.
- Major Subjects : Physics, Chemistry, Mathematics & Biology.
- Final Marks (%) : 72
- Class/Distinction : First.
- Place of Schooling : Jamnagar, Gujarat.
- **Bachelor's Degree**
- Institution Name : College of Agricultural Engineering & Technology, Junagadh, Gujarat.
- Discipline : Agricultural Engineering.
- University Type : State University.
- Degree Name : **B.TECH (Agricultural engineering).**
- Major Subjects : Agricultural Process Engineering, Farm Machinery and Power, Soil Water & Conservation.
- Class / Distinction : Second Class.
- Final Marks (%) : 65.60
- **Master's Degree**
- Institution Name : School of Management Studies.
- Discipline : **Management**, ( Business Administration/Business Management/ Business Studies/Management Studies).
- University Type : Central University.
- University Name : Indira Gandhi National Open University.)
- Degree Name : Master of Business Administration(**MBA**) with specialization in “**Operations management**”.

- Major Subjects : Project Management, Logistic and Supply Chain Management, Materials Management, Maintenance Management, Management of R&D and Innovation, Advanced Strategic Management, Management of New and Small Enterprises, Research Methodology for Management Decisions.
- Topics with good understanding:
  - a) Operations decision making (Break even analysis, Decision trees and Statistical methods).
  - b) Forecasting (Statistical methods).
  - c) Facility location (Transportation Linear Programming).
  - d) Inventory Control (Order points, safety stocks and service levels using statistical methods).
  - e) Project management (CPM/PERT).
  - f) Quality Control (statistical method)
- Project Work in MBA: **“Optimization of maintenance management using computers in process industrial plants”**.
- Date of Publication of Result : FEB.2017.
- Completed : Yes.
- Class / Distinction : First.
- **Additional Information**
- **Training Undergone during graduation --**
  - a) Undergone training at **“CFTTRI”** (Central Farm Tractor Training Testing and Research Institute), at Budni, Madhya Pradesh.
  - b) Undergone training at **“NDRI”** (National Dairy and Research Institute), Karnal, Haryana.
- **Membership** : Member of **“ISAE”** (Indian Society of Agricultural Engineers). at **“NASC”** Complex, Pusa Campus, New Delhi.

- **Previous Occupation**
- Organization Name : Northern Minerals Ltd. (**Agrochemical unit of “Dhanuka Group”**).
- Designation Name : **Assistant Production Officer**.
- Total Experience : Production / Maintenance.(May 1999 to Sep 2004).
- Location: Gurgaon (Haryana).
- **Role and Responsibility:**
  - a) **Maintenance**
  - Maintenance of various machines such as Compressors, Blenders, Cooling Tower, Pumps, Screw Conveyor, Twin Lobe Blower, Pulveriser, Pollution Control devices, Elevator, Powder & liquid filling machines, Boiler's, Water Softeners, (ETP) Effluent Treatment Plant, solvent pumps, reactor tanks etc.
  - b) **Operations**
  - To identify all issues in team and provide continuous support to all members according to operating standard on everyday basis.
  - Supervise effective working of production personnel and in accordance with the decided production schedules and ensure compliance to all company policies.
  - Manage and prioritize all production processes and implement all production plans.
  - Co-ordinate with equipment and process teams and ensure compliance to all protocols and maintain product quality.
  - Ensure compliance to all local policies to achieve all production objectives and provide appropriate feedback.
  - Prepare necessary paperwork and administer all information and maintain records of all documents related to production and quality.
- **Workshop Attended during job in Northern Minerals --**
  - a) Participated in workshop on “Hazardous Control in Chemical Process Industries”, Organised by “**Institute of Pesticides Formulation Technology**”. Under Department of Chemicals and Petrochemicals, Ministry of Chemical and Fertiliser in Gurgaon, Haryana.

- **Project worked on: ---**
- Worked on” **Erection and Commissioning**” Project (Jet Mill Plant) for Pressurised Grinding of Powder, for one year in “Northern Minerals Ltd”.

**Job Profile During Project Work: --**

- 1) To work with full commitment for safety and quality.
- 2) To understand the various activities that are performed in a project execution cycle and to ensure that milestones are being met and deliverables are issued in a timely manner and as per schedule.
- 3) To understand project procedure, execution plans, Quality plans and assist project manager in the proper execution of the project activities.
- 4) Assisting Project manager in organizing weekly meetings, compiling meeting notes, weekly project reports and such other documentation.
- 5) Communicate, Coordinate within and outside the project task force to ensure projects needs are being addressed in a timely manner.
- 6) Interacting with all stakeholders including client and vendors.
- 7) Co-ordinating with project controls and helping project manager, plan and control the project as per the requirements of the schedule and also help compile and issue progress and productivity reports.

- **Reason for leaving the job--**

- Finding it difficult to work in close contact with chemicals in the Production unit.

- Developed passion for teaching and to acquire higher education.

- **Occupation after leaving “Northern Minerals Ltd” --**

- Worked as a teacher/ mentor, giving coaching to students preparing for Engineering Entrance Exams (IIT-JEE), working in Coordination with few local Institutes and teaching subjects like Physics, Chemistry, Mathematics and Business Statistics. (Sep 2004 to Apr 2018).

- **Achievement during this Occupation—**
- Students taught have been selected in various reputed Engineering Institutes like **NITs** (National Institute of Technology).
- Obtained certificate in Literary Work performed in Mathematics on the topic “Application of Derivatives” from Copy Right Office, Government of India.
- **Previous Occupation: --** Worked as a “**Plant Manager**” in Aquaponics unit at “**Madhavi Organic Farms**” & “**Vigirom Chemicals Ltd**” at Bangalore, Karnataka.(May2018 to July 2018).
- **Roles and Responsibilities as a Plant Manager---**
- To lead the Operation and Maintenance staff.
- To manage and Co-ordinate daily plant Operations including production, logistics and maintenance, while ensuring compliance with all labour, safety, environmental and corporate policies.
- To maintain motivational staff and to put efforts to develop and achieve budgeting and production targets.
- To develop and manage the strategies, plans and budgets as agreed with the management to achieve the Organizational and financial objectives of the company.
- To ensure targets and objectives within each area of the business are met and to achieve this, good people management practices in line with the company strategic policy are implemented.
- To develop a clear performance objective for each employee.
- To effectively manage labour requirements/manpower planning, production planning, stock management, Instrumentation Calibration, Plant modification and develop innovative systems and processes utilising all available technology.
- **Recent Occupation-**
- Worked as “**Assistant Professor**” at “**RNB Global University**” at Bikaner, Rajasthan. in department of “**SOCM**” (School of Commerce and Management) from (28August, 2018 to 04 Nov,2019).

- **Subjects Taught at the University –**
- “Organizational behaviour”, “Environmental Science” & “Production and Operations Management” to the students of “**BBA & MBA**”.
- “Soil Water Conservation Engineering” , Introduction to soil science & “Farm Machinery Power” to the students of “**B.Sc(Hon.)Agri.**”.
- **Industrial Visits Conducted –**
  - a) For the students of “**BBA & MBA**” to familiarize them with the various production and operation functions performed in Industries.
  - i) “**Bikaji Foods International Ltd**” at Bikaner, Rajasthan.
  - ii) “**Modi Dairy**” at Bikaner, Rajasthan.
  - iii) “**Ceramax Granito Pvt. Ltd**” at Bikaner, Rajasthan.
- **Workshop Conducted –**
- One day workshop conducted at “**SKRAU**” (Swami Keshwanand Rajasthan Agricultural University) for the students of B.Sc(Hon.)Agri. at “**Farm implement & machinery section**” to familiarize the students with different farm implements and machinery used by farmers in their farm.
- **Workshop Attended—**
- Attended three Days workshop on “**Writing of Research Articles, Reports and Style sheet**” at “**RNB Global University**”, Bikaner.
- **Position Looking for –**
- Looking for some challenging positions in units requiring immediate attention in production, energy savings, maintenance, procurement of raw materials, coordinating with customers and suppliers and various other issues.

or

- In some educational organizations where, challenging tasks need to be performed like explaining the subjects from practical point of view to the students by taking examples from the way the industries work.

Regards,  
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