

AMARDEEP SINGH

REGIONAL DISTRIBUTION OPERATIONS CUM LOGISTICS & PROCUREMENT MANAGER

Mobile: +6017 687 7905

Email : amarrandhawa17@gmail.com

EXECUTIVE SUMMARY

Seasoned Distribution Operations Manager, Asia at World Central Kitchen. An individual proficient in optimizing Operational Excellence, enhancing efficiency, and fostering cross-functional collaboration. Committed to driving excellence in distribution networks and exceeding expectations. Over 12 years of comprehensive working experience & passion for fuelling success.

SPECIALIZATIONS

- Strategic Planning
- Procurement
- Distribution Management
- Operations Management
- Project Management
- Logistics Management
- Business Continuity Planning
- Regulatory Compliance
- Crisis Management

LANGUAGES SPOKEN

- English
- Malay
- Punjabi
- Hindi

PERSONAL PARTICULARS

Nationality : Malaysian

Gender : Male

EDUCATION HIGHLIGHTS

SMK La Salle Petaling Jaya

Sijil Pelajaran Malaysia (SPM) | Class of 2009

ACHIEVEMENTS

- Successfully managed team of full time and contractors and project(s) involving distribution of food kits and hot meals in Turkey, Morocco & Palestine
- Negotiated my way into great deals with local NGO partners whilst on various activations
- Created a successful supply chain system with a minimum of 100 trucks containing aid crossing into Gaza per week
- Ensured proper warehouse management system & at least 14 days food stock was in place in all warehouses across Gaza
- Managed to secure a business partnership with UBER (first in Malaysia)
- Set up and managed end to end Dinner In The Sky Malaysia project that lasted for 4 years
- Set up and managed end to end Plane In The City project
- Launched & managed 4 new co-working outlets within the span of 2 years
- Re-engineered processes between major airlines and hardware vendors to minimise errors and ensure strict compliance

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EMPLOYEMENT SUMMARY

World Central Kitchen

Procurement & Logistics Manager | June 2024 - Present

Procurement Management:

1. Develop and implement procurement strategies to ensure timely and cost-effective acquisition of goods and services.
2. Coordinate with the Procurement Lead to manage supplier relationships, negotiate contracts, and ensure compliance with organizational policies.
3. Monitor project needs and identify potential suppliers to enhance the supply chain.

Logistics Management:

1. Oversee the logistics operations from Egypt and Jordan to Gaza, ensuring the efficient transport of food and supplies.
2. Work closely with the Logistics Lead to manage transportation, warehousing, and distribution processes.
3. Ensure compliance with local regulations and international standards for the movement of goods.

Warehouse Operations:

1. Manage warehouse operations in Gaza, Cairo, and Jordan, ensuring the proper storage, handling, and inventory control of goods.
2. Implement best practices in warehouse management, including safety protocols and inventory management systems.
3. Coordinate with the Gaza Logistics and Warehouse Lead to ensure smooth operations and timely distribution of aid.

Team Leadership:

1. Provide leadership and direction to the procurement, logistics, and warehouse teams, fostering a collaborative and high-performing work environment.
2. Conduct regular performance reviews, provide training and development opportunities, and support team members in achieving their goals.
3. Ensure effective communication and coordination among team members and with other departments.

Operational Efficiency:

1. Continuously evaluate and improve procurement and logistics processes to enhance efficiency and effectiveness.
2. Implement project needs decision-making practices, utilizing metrics and KPIs to monitor performance and identify areas for improvement.
3. Develop contingency plans and risk management strategies to address potential disruptions in the supply chain.

Collaboration and Communication:

1. Collaborate with internal and external stakeholders, including suppliers, transportation providers, and humanitarian partners, to ensure coordinated efforts.
2. Maintain clear and effective communication channels with all relevant parties, providing regular updates on procurement and logistics activities.
3. Represent WCK in meetings and discussions related to procurement and logistics, advocating for the organization's needs and priorities.

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EMPLOYEMENT SUMMARY

World Central Kitchen

Distribution Operations Manager | February 2023 - June 2024

Strategic Planning:

1. Develop and execute strategic plans for distribution operations in alignment with the company's overall objectives.
2. Identify opportunities for expansion, improvement, and optimisation of distribution networks across Asia.
3. Analyse market trends, regional needs, and industry regulations to inform strategic decision-making.

Operational Management:

1. Oversee day-to-day operations of distribution centers, warehouses, and transportation networks in Asia.
2. Ensure compliance with quality, safety, and regulatory standards in all aspects of distribution operations.
3. Implement best practices and standardized processes to enhance operational efficiency and productivity.
4. Monitor key performance indicators (KPIs) and metrics to measure performance and identify areas for improvement.

Team Leadership:

1. Lead and develop a high-performing team of distribution professionals across the region.
2. Provide coaching, mentoring, and training to enhance skills and capabilities within the team.
3. Foster a culture of collaboration, accountability, and continuous learning to drive operational excellence.

Stakeholder Engagement:

1. Collaborate with cross-functional teams including supply chain, logistics, procurement, and finance to ensure seamless coordination and communication.
2. Build and maintain strong relationships with internal and external stakeholders including vendors, partners, and regulatory authorities.
3. Address recipients inquiries, concerns, and issues related to distribution operations in a timely and effective manner.

Cost Management:

1. Develop and manage budgets for distribution operations in Asia, ensuring cost-effectiveness and financial sustainability.
2. Identify opportunities for cost reduction, resource optimization, and process improvement initiatives.
3. Negotiate contracts, service agreements, and vendor partnerships to maximize value and minimize expenses.

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EMPLOYEMENT SUMMARY

Stellar Inflight

Operations Manager | August 2020 - January 2023

1. Scheduling – management of monthly timelines and deliverables across multiple platforms, clients and various teams. Responsible for ensuring deliverables are on time, all the time.
2. Create and maintain all relevant grids and other administrative documents for clients.
3. Maintain professional relationships with hardware vendors, distributors, labs, and stakeholders for the implementation of the content life cycle.
4. Ensure timely delivery of content to hardware vendors and all transcoded files have undergone the appropriate quality control prior to delivery.
5. Data management - metadata entries, quality control and signing off grids across all system platforms for each cycle.
6. Contribute to internal meetings with the primary focus to ensure internal processes are kept up to date to ensure client satisfaction.
7. Screen programming options, create edit notes and discuss these with the team and the client.
8. Ensure quality control on purchase orders and media deliverables.
9. Responsible for addressing any major issues raised or escalated by the client or other stakeholder (eg. Hardware Vendor).
10. Responsible to ensure all entertainment materials are in compliant with relevant clients' requirements and entertainment acts
11. Review all policy and contractual documents to ensure compliance with regulations of different countries and airlines

Co-labs - CoWorking Space

Interim Operations & Client Relation Manager | September 2017 - July 2020

1. Organised and managed all promotional events
2. Managed day to day operations
3. Execute events and community get togethers
4. Work closely with Marketing team to prepare materials for promotional events
5. Ensure business priorities are met & safe and efficient operations is carried out
6. Supervise and predict unanticipated problems and their outcomes
7. Contribute to Sales and Business Development initiatives
8. Ensure constant quality checks of product and customer satisfaction is being met
9. Work with finance to review all operations budget & review revenue forecasts
10. Hiring and training employees
11. Addressing employees performance and develop corrective plans aligned with KPI
12. Manage relationship with key vendors
13. Establish contracts and ensure proper maintenance of workspace
14. Served as primary point of contact for all customer service and operational issues
15. Ensure effective use of equipment/space is being used to maximise profits
16. Run a safe and injury free work space

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EMPLOYEMENT SUMMARY

2Spicy Sdn Bhd - Dinner In The Sky Malaysia & UBER Malaysia Senior Operations Executive | Aug 2012 - Aug 2017

Dinner In The Sky Malaysia

1. Recruit, Train & Supervise operational executives and safety officers
2. Set up of whole Dinner In The Sky Malaysia operations across several states in Malaysia
3. Examine and prepare financial statements
4. Ensuring safety standards are being met at all times
5. Researched and coordinated catering for all Dinner In The Sky sessions
6. Point of contact for all guest services matters
7. Contribute to company's achievements and meeting financial and operational objectives
8. Manage a team of 15 part-timers, safety officers and operations executives
9. Provide continual evaluation of processes and procedures
10. Managed day to day operations
11. Ensure smooth running operations between each Lunch, Dinner and Supper sessions
12. Monitor team involvement to ensure training provided has been put to use
13. Coordinate meetings with Upper Management to discuss project impediments and issues
14. Ensure deliverables are timely prepared and tally with project requirements, budget and schedule

UBER Malaysia

1. Handled a team of 40+ drivers
2. Handled acquisition for all driver related positions
3. Ensured cars are properly maintained and services are done regularly and on time
4. Conducted quarterly performance review for all drivers
5. Liaised with vendors and car maintenance suppliers to ensure best possible deal is secured for service and maintenance of cars
6. Focal point of contact for any driver related issues
7. Produced monthly financial reports and ensure financial targets are met
8. Had weekly meetings with key stakeholders and UBER HQ team
9. Ensure safety standards are constantly being met and checked
10. Conducted training for drivers