

# ARUP BARUAH

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Seeking Senior Level Assignments

## CURRICULUM-VITAE

### Profile Snapshot

A performance-driven professional with nearly 26 years of experience in:

- |                          |                             |                          |
|--------------------------|-----------------------------|--------------------------|
| - General Administration | - Logistics & Transport     | - Sourcing & Procurement |
| - Production Management  | - Employees' Welfare        | - Strategic Planning     |
| - Facility Management    | - Human Resource Management | - Budgeting Operations   |

Expertise in managing complete operations growth and profitability within the defined guidelines.

Successful track record of leadership & achievement in all assignments; consistently progressed to positions of increasing responsibility.

Deftness in maintaining harmonious relations among management and workers through efficient administration and resolution of employees' grievances.

### Skill Set

- Formulating annual business plans/ strategies for maximizing profitability & revenue generation and realising organizational goals
- Seamless management of different facilities by setting quality standards, delegation of responsibilities and continuous perusals.
- Managing overall procurement of material and production requirements and maintaining desired stock levels
- Developing the long-term partnerships with Bought Leaf suppliers, managing the day-to-day supplier performance to ensure uniform supply and meeting quality norms.
- Evaluating vendor(Supplier/Contractors) performance to ensure adherence to pre-defined specifications & supply of quality material / execution of job works

### Employment Details

February 2021 onwards	: Dalowjan Tea Company Pvt. Ltd.	Manager
February 2018 to January 2021	: Apeejay Tea Limited	Manager
March 2015 to February 2018	: Amalgamated Plantations Pvt. Ltd.	Deputy Manager
December 2013 to March 2015	: Tea Board of India	Assistant Director Tea Development
Ministry of Commerce, Gol		
March 2009 to November 2013	: McLeod Russel India Ltd.	Senior Assistant Manager
April 2005 to February 2009	: McLeod Russel India Ltd.	Assistant Manager
December 1997 to March 2005	: McLeod Russel India Ltd.	Welfare Officer

### Highlights

#### With Dalowjan Tea Company Limited

- 2021 – A total turnaround of the property with Overall improvement in Quality and Crop.

#### With Apeejay Tea Ltd.

- 2020 - Transferred to Khobong T.E. (1080 Hectares) –Looked after Khobong and assisting the Deputy General Manager who is looking after 4 large estates.
- 2019 - Moved to Suffry T.E. as head of the estate, recorded the highest quantity Orthodox teas ever made in that factory which has helped in fetching attractive average price over the previous year.
- 2018 - Joined Budlapara T.E. in 2018 as Estate head.

#### With Amalgamated Plantations Pvt. Ltd.

- Looking after entire plantation operations and administration of a 1000+ Hectare Tea Estate, producing over 2 million Kgs of tea annually
- Facility Management of entire estate properties that includes Offices, Factory & Godowns, Mechanical Workshops, Hospital, School, Bungalows and over 1200 staff & workers quarters plus fleet of transports.
- Monitoring of expenditures and preparation of Annual Budget.
- Redressal of workers grievances and ensuring welfare of workers by providing them with proper housing & medical facilities and other Fringe Benefits
- Steering efforts towards liaising & coordinating with Government agencies, Rain Forest Alliance for statutory compliance & Certifications
- Conceptualizing annual plan for new machinery procurement, maintenance and transportation
- Procuring raw materials such as Machinery Spares, Building materials, Chemicals, Rations, Petroleum Products etc. from external agencies – *Small Tea Growers, Dealers/ Stockists, Chemical companies etc.*

#### **With The Tea Board of India**

- Leading and guiding a Team of Development Officers and Advisors in implementation of various schemes of Tea Board across 21 tea estates and over 50 small tea gardens in my division.
- Supervision and monitoring of compliance to policies and regulations by all estates and gardens across the division.
- Conducting Trainings and workshops for Small Tea Growers in collaboration with Tocklai Tea Research Association.
- Monitoring and Inspection of all aspects of Tea Board Schemes.

#### **With McLeod Russel India Ltd.**

- Assisted General Administration and Operations for a 850 Hectare Tea Estate, producing 2200000 Kgs. of tea
- Steering efforts towards liaising & coordinating with Government agencies, Rain Forest Alliance & ISO 22000 for statutory compliance & Certifications
- Facility Management of entire estate properties that includes Offices, Factory & Godowns, Mechanical Workshops, Hospital, School, Bungalows and over 300 staff and worker quarters plus fleet of transports.
- Consolidating Annual Budget of the estate encompassing Capital and Revenue Expenditure
- Conceptualizing annual plan for new machinery procurement, maintenance and transportation
- Procuring raw materials such as Machinery Spares, Building materials, Chemicals, Rations, Petroleum Products etc. from external agencies – *Small Tea Growers, Dealers / Stockists, Chemical companies etc.*
- Ensuring welfare of workers by providing them with proper housing & medical facilities and other Fringe Benefits

#### **Key Result Areas**

- Increased crops and average yield while at the same time brought down the pesticide cost in Amalgamated Plantations Pvt. Ltd.
- Conversant with all the certifications ( ISO / Rain Forest Alliance / Trustea )
- Increased overall productivity and orthodox quality after improving the standard of plucking.
- Successfully reduced mandays by introducing online machines in McLeod Russel while at APPL reduced absenteeism among the workers and employees.
- Attended Field Management Course & Drainage Course conducted by Tea Research Association, Jorhat, Assam, India
- Previous gardens where I have worked received the quality & performance award from the Chairman of the Board
- Efficiently implemented online manufacture in the factory

#### **Sports**

- Play golf at Handicap:22
- Proactively represented McLeod Russel India Ltd. in the Telegraph Merchants Cup Golf Tournament, Kolkata consecutively in 2009, 2010 & 2011
- Diligently served as the Golf Captain of Mangaldai Planters & Gymkhana Club in 2012

## Academic Qualifications

- Masters in Personnel Management from Pune University in 1997
- B.Sc. (Zoology) from Dibrugarh University in 1994
- Completed courses on Plantation, Drainage system in Tea Garden, etc conducted by TRA.

**IT Skills:** Well versed with MS Office, Windows & Internet Applications  
Member of the Area Scientific Committee of Tocklai Tea Research Institute (TTRI) ,TRA.

## Personal Details

Date of Birth: 15<sup>th</sup> October 1973  
Address for correspondence: Flat no –A2B, Pragjyotika Greens, Near Children's Park,Shiv Mandir Path,Panjabari  
Guwahati – 781037  
Languages Known: English, Hindi & Assamese

## Family Background

Marital Status: Married  
Wife: Works as a Teacher in Delhi Public School, Khanapara, Guwahati  
Post graduate in Biotechnology with a B. Ed qualification  
Kids: Daughter (15 years old) in school  
Son (12 years old) in school

## References

Mr. Prabhakar Chaudhary  
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Sd/-  
(Arup Baruah)