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| ***CURRICULUM VITAE*** |

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| **Objective:** |
| To work hard and acquire knowledge to establish a career and develop competencies in the professional world to work with the latest technology utilizing my academic knowledge and experience. |

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| **Personal Information** |
| **Name:** **KAMAL NEGI Date of Birth:** 27-10-1980 |
| **Present Address:** 544, SECTOR – 5, R.K.PURAM  NEW DELHII- 110022 |
| 🕿 **:** **9899650960**  **E-mail: Kamalnegi80@yahoo.co.inkamalnegi80@yahoo.co.in** |

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| **Educational Qualification:** | | |
| **Year** | **Degree** | **Name of the Institution** |
| 2009 | MBA – INTERNATIONAL BUSINESS | AMITY UNIVERSITY, UTTAR PRADESH |
| 2002 | GRADUATION | DELHI UNIVERSITY |
| 1999 | 10+2, CBSE | KENDRIYA VIDHYALAYA  ANDREWS GANJ |
| 1997 | 10th, CBSE | KENDRIYA VIDHYALAYA  PRAGATI VIHAR |

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| **Work experience:** |
| **Name Of the organization: INVISTA SALES & SERVICE PVT. LTD. (KOCH Group, U.S) formerly DuPont Textiles & Interiors** |
| **Designation:** Executive -Customer Service Representative – South Asia  **Period: September 2010 – Till date**    **Job Profile:** Customer service, Sales & Logistics and Forecast & Allocations.  **Customer Services & Sales**   * Responsible for sales support in Pakistan, Sri Lanka & Bangladesh customers. Coordinate with customer and discuss on sales and order status. Undertake sales plan, credit and availability check. Review LC’s (Letter of Credits) and seek amendments where appropriate. * Ascertain customers future product requirements & update forecasts to ensure requirements are resourced by the production sites. * Work closely with progress and support the customer & the supplying INVISTA legal entity resolve any issues in a timely and effective manner. * Process all customer orders in a timely and error free manner in accordance with agreed Policies, Standards and Sales Plan and highlight to S&OP any unexpected deviations from plan in a timely manner,   **Logistics**   * Responsible for warehousing process in terms of Invoicing, Inventory & Reports/ Import from legal entities. * Warehouse handling for Indian customers * Tracking of C Forms and CST sales * Forecast and Allocation. * Pro-actively work with customers and INVISTA colleagues to identify optimum order fulfillment solutions including order consolidations, minimum order sizes, full loads etc. * Communicate effectively with customers in relation to orders, invoices, payments, availability and product queries * Process, confirm & invoice customer orders in a way that meets business guidelines on product suitability, availability, pricing & credit terms * Liaise effectively with supply chain colleagues, logistics service providers and supporting functions in such a way that customer’s expectations and business needs are met. * SAP Process. |

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| **Work experience:** |
| **Name Of the organization: PHILIP MORRIS INTERNATIONAL** |
| **Designation:** Customer service and distribution executive  **Period: July 2009 – August 2010**    **Job Profile:** Responsible for handling back-end support, Dispatches, Coordination & MIS etc.   * Receiving orders check their prices, delivery etc. Then preparing & sending order processing request to warehouses immediately. * Coordinate with factories regarding requirement in warehouses. * Arranging dispatches from warehouses as per requirement of buyer. * Maintain Warehouse MIS - Sales Invoices, Stock & Payments etc. * Follow-up with factory, warehouses, logistics, Finance and documentation departments for delivery of the various pending orders. * Coordinate with our branch offices & Distributors. * Working on SAP SD MODULE. * Receiving Sales order from customers and enter in SAP to generate Sales Order/ Purchase Requisition/ Stock Transport Unit * Rolling sales & projections (RSP). * Analysis of forecast Vs confirmed orders. * Flow of reports to management. * Accountable for timely dispatches. |

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| **Work experience:** |
| **Name Of the organization: FRESENIUS KABI ONCOLOGY LTD. (FORMERLY DABUR PHARMA LIMITED).** |
| **Designation:** Sr. Officer – Logistics & MIS  **Period: June** **2006- June 2009**    **Job Profile:** Responsible for handling back-end support, shipments, Forecast & MIS etc.   * Receiving Export order and scrutinizing the same especially with regard to price, Delivery etc. and initiating corrective action, if required. Otherwise preparing & Sending order processing request to plant. * Preparation of Export documents as per Exim- policy and requirement of buyer and forwarding the same to CHA for effecting shipment. * Arranging dispatches from Works as per requirement of buyer taking 100% safety measures with respect to insurance and transportation to avoid any possible loss in transit from works to CHA godown. * Follow-up with production planning, supply chain, logistics and documentation departments for delivery of the various pending order and reconciling dispatches against various export order. * Coordinate with our overseas offices & Distributors. * Working on SAP SD MODULE. * Receiving Sales order from customers and enter in SAP to generate Sales Order/ Purchase Requisition/ Stock Transport Unit * Rolling sales & projections (RSP). * Analysis of forecast Vs confirmed orders. * Secondary Sales & Stocks report, Target Vs Sales Analysis, Payment status. * Maintaining internal sales, Expense & P&L data. * Timely completion of all necessary reports in the desired time frame. * Accountable for timely shipments. * Ensuring the timely submission of forecasts to have desired stock availability to meet budgeted sales targets. * Handling part of MIS |

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| **Work experience:** |
| **Name Of the organization: Technicom Chemie (India) Ltd.** |
| **Period: Dec** 2004- **May** 2006 **Designation:**  Sales Coordinator      **Job Profile:**   * Taking sales order from customer and forward to the Marketing/ Supply chain. * Coordinate with customers and marketing team. * Responsible for complaints from customers and coordinate with engineers. * Maintain Guests relations. * Responsible for coordination of Sales team with Operations and technical team. * Responsible back end support to the sales team with activities email support for clients etc. * Makes Cold Calls, Fixing up appointments with the clients, attend to customer queries and support them as an when needed responsible for preparing MIS reports |

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| **Computer skills:** |
| * Office Tools : Ms office-2010 * Operating system : MS windows-2007 professional. |

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| **References:** |
| * Mr. Santhosh Nair   Manager, Fresenius Kabi Oncology Ltd.  Mob : 09811600493   * Mr. Mukesh Chandra Pandey   Manager, Fresenius Kabi Oncology Ltd.  Mob: 09971107065   * Mr. Rakesh Dwivedi   Manager, Greenply Industries  Mob: 09810368080 |

It is hereby declared, that the information provided above are authentic and to the best of my knowledge.

Signature