**HEMENDRA KUMAR SHARMA**

Date of Birth: 30th Jun 1981

Address: Flat no 123, Sanghani residency

Ahmedabad, Marol- pin

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**EXPERIENCE:**

**2005 - 2023**  **Working as executive engineer for xyz company since 2005, roles and responsibilities handled during this period are as follows**

1. Raw material sourcing as per operational requirements

Grey fabric sourcing for processing, cotton sourcing for yarn on production and ensure damage claims are filed on time.

1. Check created sales indent.
2. Create multiple sales invoices as per sales indent.
3. Logistics management

Dispatch planning

Arrange vehicles for inbound and outbound transportation.

1. Payment responsibilities

Ensure payment are made as per agreed terms.

1. Admin responsibilities

Manpower requirements assessment and follow up with contractor to have necessary needed working force in the mill.

Ensure immediate juniors work is up to the mark.

1. MIS reporting (Revenue, profit/loss, resource utilization in mill)

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Degree/Examination** | **School/University** | **Grade** |
| 2004 | Bachelors of Information Technology | Manipal Academy of Higher Education | B |
| 2001 | 10+2 (Science) | Bihar Board | 1st Class |
| 2000 | 10+2 (Social Science) | CBSE | 1st Class |

**SKILLS:**

Organizational skills:

Negotiation Skills:

Process Knowledge (Textile and Yarn):

Microsoft Office:

ERP System: