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Jagdish G. Mourya

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| Objective | To learn, improve and grow with the organization by utilizing my skills and knowledge in a challenging environment. |
| Professional experience | Working with **Saffron Formulations Pvt. Ltd**. Ahmedabad as **Sr.** **Manager –Distribution.** (March-2019 to till date)   * Handling CFA/CSA & Central warehouse operations across India. * Monitoring and Planning of Inventory for making availability CSA /CFA including Mother Depot for smooth supply chain management. * Dispatch planning in manner of overcome of product shortage as well as minimize of Freight and timely availability at CFA/CSA locations. * Monitoring and tracking of quality, quantity, stock levels, delivery times, transport costs and efficiency of SCM. * Payment Process of Freight expense and payment to Logistic Partners as well as Business Partners commission and operational expenses. * Generating Product requirement Forecast & Submission to Purchase Orders to Concern vendor and Follow ups to ensure timely availability of product and smooth supply at all billing Locations for Smooth Billing operations. * Making Budgeting of Department, monitoring and analysis of actual execution. * Coordination with all Business Associates as well as Stockist for operation related matters, Timely replay as well as Satisfactory solution of query which is raised by Customer end. * New Product launching Process, availability at all locations and billing with coordination of Product Management team. * Doing all communication with Field, Business Associates and Stockist related to supply chain management. * Ensuring Insurance compliances at all place of stock storage of company. * Handling monthly Audit and reporting on CWH inventory/Orders/forecast/dispatch and credit status for smooth Supply chain Operations. * Keeping continues tracking of inventory level specially on Near expiry Product by sharing data Sales team by timely liquidation of Product to avoid Inventory loss. * Destruction of Expire & Breakage Product and necessary documentation approval. * Implementation of SOP at every level for smooth Supply chain Process. * Documents preparation for obtaining drug /FSSAI license from FDA and FSSAI authority. * MIS Preparation, Inventory Accuracy, Freight Analysis, Collection Forecast, Sales Analysis.   Worked at **Slaney Healthcare Pvt. Ltd**. Ahmedabad as **Manager –Logistics** & **Sales Administration**. (Nov-2017 to Feb 2019)   * Inventory management for all CFA/CSA as well as reordering process for MG against billing requirement. * Generation Product requirement and making availability at all locations for smooth supply chain operations. * Collection follow-ups with field as well as business associates for timely revenue generation. * Business Associates commission Processing/reimbursement process. * Coordination with all business associates as well as Stockist for operation related matter (Link between H.O and Business Associates & Stockist). * New Vendor management (transport) for stock movement to minimize freight cost. * All communication with Field /Business Associates related to supply chain management. * Sample/Promotional Inputs planning and dispatches process all field personnel. * MIS Preparation, Inventory Accuracy, Freight Analysis, Collection Forecast. * Sales MIS Preparation & Sharing to Management, Incentive Calculations for field. * Maintaining Field personnel working data like, DCR, Leave, MSL Call. * Handling of Online reporting portal for field personnel.   Worked with **Corona Remedies Pvt. Ltd.** Ahmedabad as Manager –Logistics Mar-2017 to Oct 2017)   * Inventory management for all CFA/CSA as well as re ordering process for MG against billing requirement. * Coordination with Factory as well as Internal Purchase department for timely product availability and Planning for Dispatch. * Collection follow-ups with field as well as Business associates for timely revenue generation. * Timely physical stock dispatched from MG to All business associates for smooth billing. * Business Associates commission Processing/reimbursement process. * Coordination with all business associates for operation related matter (Link between H.O and Business Associates). * New Vendor management (transport) for stock movement to minimize freight cost. * Freight expense processing for transporters and payment execution with Finance Dept. * Sample/Promotional Inputs planning and dispatches process all field personnel. * Maintaining Price list of Product and sharing to all concerns on time-on-time basis. * New stockiest appointment and, related all activities. * Internal department communication in effective way for smooth operations. * MIS Preparation, Inventory Accuracy, Freight Analysis, Collection Trend & Forecast and submission to management.   Worked with **CMR Life Sciences Pvt. Ltd**. Ahmedabad as **Manager– Distribution & Sales & Administration**. (Mar-2013 to March 2017)   * Handling CFA operation, Warehouse operations, billing operations. * Physical stock dispatched from MG to All CFA/CSA. * Business Associates commission Processing/reimbursement process. * Coordination with all business associates for operation related matter (Link between H.O and Business Associates). * New Logistic Vendor appointment stock movement in cost effective manner. * Collection follows up with Field as well as Business Associates for timely revenue generation. * Sales &Collection MIS preparation and sharing. (Data Analysis: Sales Collection Trend Growth/De growth by territory wise) * Incentives calculation for Field personals and payment execution with Finance Dept. * Handling web-based portal for E reporting for filed personals. * Filed activity data management, Like DCR, Leave, Call average. * Field travelling expense/Promotional expense process and reimbursement.   Worked with **INTAS Pharmaceuticals LTD as Sr. Officer – Sales &Admin (**September-2008 to March 2013)   * Online reporting portal (FFR) training to all new joiners. * Correspondence with field staff related to Field requirement. * Handling payroll menu and Web based software for field staff. * Processing Field Travelling expense of field staff and making their payments. * All communication with Marketing, Finance and other relevant department. * MIS preparation for Sales & sharing to field, as well as concern division. * Generating P.O for promotion Inputs and coordinate with Purchase department for execution. * MIS and Presentation preparation on time-on-time basis as required.   Worked at **Cadila Health Care Ltd.** as S**r. Supervisor Sales Admin (**Jun 2007 to Aug 2008)   * Coordinate with field staff regarding their requirement. * Checking field staff’s monthly expenses and coordination for payments with finance department. * Coordination with field staff and HR for Field Personnel promotion, transfer as well as F&F Settlement. * Maintaining Sales data region wise and making MIS for Monthly Sales Meets. * Maintaining confidential records of field staff at HO. * Handling events management for field staff on time to time. * Handling branch office petty cash expenses across over India.   Worked at Claris Life sciences Ltd. as Officer in Sales – Operation April 2003 to May 2007)   * Coordinate with field staff relating their requirement and giving all type of operational supports. * Monitoring promotional expenses and making their payment. * Maintain field staff activity, like sales report collection report and call report. * Calculating Incentive for field staff & commission for stockiest. * Coordination with all related department for Smooth Sales Operations. * Maintaining Sales & Collection Planning MIS and Sharing to Division Head, * Handling events management for field staff and stockiest on time to time |
| Qualifications | * **Office – Management** from Gujarat University in 2005. * **B. Com** Passed with Accounts & Statists Subject from Gujarat University in 2001. * **M.Com.** Passed with Accounts & Audit Subject from Gujarat University in 2003. |
| Personal Details | * Date of Birth: 23rd Nov 1980. * Gender: Male * Marital Status: Married. * Nationality: Indian. |
| Computer Skill | * + Well versed with modern day applications of MS Office, Internet, ERP – SAP, Inventory & Billing Software INTER ACT, ERP – GENNEXT |
| Languages | * English, Hindi, Gujarati |
| Interests/ Hobbies | * Traveling, Listing Music, |