



KAPIL SHARMA

Phone:

+91 8595952141/8700995619

E-Mail:

kapil.sharma.181410@gmail.com

Linkedin:

linkedin.com/in/kapil-sharma-181410-yash

Address

H.N.231-A, West Azad Nagar, Gali No.1-A,
Hanuman Chowk, Krishna Nagar, Delhi-51.

Skill Highlights

- Supply Planning/Demand Planning
- Distribution Planner
- Transport Planning
- Sales Management
- Planning & Organizing
- Creativity
- Project management
- Strong decision maker
- Complex problem solver
- Marketing Management
- Innovative
- SAP Module/ERP
- MIS
- MS Office, Advance Excel
- Service-focused

Languages

English, Hindi

Carrer Objective

A Dynamic, Creative & Innovative Individual with 22+ years of experience in lead generation, to achieve a responsible and challengeable position that will utilized my talent and provides potential for personal as well as organization growth. To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. A Good listener and a quick learner with an ability to communicate well with people from all walks of life.

Job Experience

- **PAHARPUR 3P PVT. LTD. FLEXIBLE PACKAGING, SAHIBABAD**
Senior Executive (Sales & Marketing –CSC)
Aug.2020 to Present
- **TCPL PACKAGING LTD. JASOLA, NEW DELHI**
Sales Officer
Apr.2019 to Aug.2020
- **JINDAL GROUP (JINDAL PHOTO LTD./JINDAL POLY FILMS LIMITED), NEW DELHI**
Executive (Sales & Marketing)
May.2008 to Apr.2019
- **MEDICO ELECTRODES INDIA PVT. LTD., NOIDA**
Account Assistant
Apr.2005 to Apr.2008
- **CEPHAM GROUP OF COMPANIES, GURGAON**
Sales Officer
Jul.2002 to Apr.2005

Special Achievement

Participation in SAP/SAP Hana Training Program.
Participation in ISO Awareness Training Program.
FGS Audits Successfully faced.

Education

Bachelor of Commerce: Pass Course 1999-2002
University of Delhi, New Delhi

Strength

Positive, Thinking, Co Operatives, Adaptive, Hardworking, Sincerity,

WORK EXPERIENCE

Paharpur 3P Pvt. Ltd., Sahibabad, Ghaziabad. U.P. (NCR)

J.D. & K.R.A. :-

- Vehicle Placement for domestic dispatch Full Truck load (FTL) or Part Load (PTL) vehicles as per the available orders as well as the priority basis and as per the vehicle size and capacity.
- Export dispatch less than container load (LCL) and Full container load (FCL) shipment Planning, stuffing & E Sealing, End to End Handling Air & Sea Shipment, Pre & Post Shipment
- Documents, Coordination with Freight Forwarders/Shipping Line/ Agents, Custom Clearance,
- getting of Incentives (Duty drawback, Rode Tap), Factory Stuffing, Shipping Tracking.100% sop adherence & Preventive measures on account of Warehouse Safety & training part (Improvement + Kaizen +5S).
- Make estimated freight cost monthly and compare with actual freight cost and sent to CFO.
- Annual budget plan and compare the logistics cost with the budgeted cost.
- Maintain Domestic & Export shipment tracker report and send it to sales team for the check the status of the delivery.
- Monitoring the Part freight rates and Full Truck load freight rates and regular negotiation with the Transporter.
- Cross check and Clear the freight bills and submit to account as per the approved freight rates.
- Verify FG entry from ERP about material can be received from Production floor to FG store and warehouse.
- Manage Loading-unloading of supplies, arranging identification marking (Wherever required) and placing material into bins.
- Processing and completion of E- invoicing, loading and dispatch of finished goods.
- Maintain records of material movement on delivery challans.
- Update and maintain location of material in ERP in line with physical storage and according to organization's standard.
- Arrange upkeep and regular maintenance of forklifts, Hand Trolley and Stacker equipment at FG store.
- Maintain safe and clean work environment by arranging shelves, palletized area and other work area neat, complying with procedures, rules & regulations.
- Maintain MIS reports related to inventory and various activity at Logistics, Dispatch and warehouse.
- Ordering and ensuring the delivery of goods to customers.
- Making follow-up calls to Plant and Sales Team for dispatch material with committed delivery dates.
- Tracking consignment to ensure that they are scheduled and sent out on time.
- Commercial support Customers and to our branches.
- Coordination with Transporter and Accounts team regarding the payment.
- Successfully assisted transporter and plant team with product selections and purchases, e-service transactions, probing questions and utilizing effective listening skills.
- Multi-tasked between assignments, computer screens, and computer applications to complete
- Managing and recording all data via an electronic logging system i.e. MIS Reports Non Movements and pending movements with reasons.
- Carrying out administrative tasks such as data input, processing information, completing paperwork.
- Collaborated with managers, team members, and vendors to achieve the company's, Manages high-profile corporate accounts.

TCPL Packaging Ltd., Jasola New Delhi.

J.D. & K.R.A. :-

- Writing up accurate and grammatically correct sales correspondence.
- Internal Reports and Documentation.
- Planning for local component procurement.
- Responsible for all types of Reports & updating data, (MS Excel Hlookup, Vlookup, Pivot Table, Chart & Data validation)
- Preparing a Daily Entry Report & Verification Report MIS (Daily, Weekly & Monthly)
- Analyzing huge MIS report & Dashboard for sales reports, Executive wise Performance reports, Collection Reports, Product wise reports, reporting to Immediate boss.
- Responded to telephone inquiries by providing quality service to customers and associates.
- Uses CRM and ERP systems to record data.
- Organizing the preparation, printing and distribution of finished materials.
- Coordinating with factory regarding the stock, planning, production and dispatch.

- Expanded client base by setting up meetings and telephoning marketing decision-makers and agencies.
- Can take quick decision during trouble shooting stage.

Jindal Photo Ltd / Jindal Poly Films Ltd., Vasant Kunj, New Delhi.

☆ **Notable Accomplishments**

I spent a very long time in my life in this company. And I was the only employee who was transferred to multiple departments in the same company in view of my good work. I had been given multiple responsibilities in the departments of import with the designation Executive Imports in the Import departments, as Executive Purchase in the Purchase Departments and the Executive sales in Marketing Departments. I am one of those employees who was promoted to another sister concern without any kind of break.

J.D. & K.R.A. :-

As Import Executive

- Complete working of SAD (Special Additional Duty) refund.
- Internal Reports and Documentation.
- Maintain records of all imported documents in manual & computerized.
- Follow-up with accounts departments & CA regarding refund status.
- Commercial support to related departments and to our branches also.
- Worked directly with purchasing, accounting, export/import and production departments
- Making routine correspondence/Maintaining Records

As Executive-Purchase

- Processed the purchase orders by liaising & actively negotiating with vendors and end users.
- Created and managed the Purchase Orders (POs).
- Negotiated with raw material suppliers to finalize deal and facilitated shipment of material from mines to plant.
- Initiated supplier partnerships as a part of company's long term-commitment between the organizations.
- Responsible for monitoring the weekly purchasing reports to make sure that there were no duplicates.
- Worked closely with departmental managers to help create accurate budgets.
- Worked closely with warehouse management to make sure that proper product levels were always maintained.
- Responsible for maintaining purchasing levels and making sure that all purchases were properly approved.
- Ensured all purchases and the quality & standard of Engineering goods approved were within mandated guidelines.
- Managed the process of sourcing new suppliers to ensure the highest quality materials and best payment terms.

As Executive-Sales

- Working SAP environment
- Sales Coordination.
- Order execution, creating of Sales orders
- Commercial support to dealers, Customers and to our branches.
- Coordination with customer & dealers regarding the payment.
- Planning for local component procurement.
- Internal Reports and Documentation.
- Complete working of Sales and marketing
- Coordinating with factory regarding the stock and dispatch
- Making monthly Sales & Stock Statement
- Maintain records of all imported material in manual & computerized
- Follow-up with Customer regarding Sales
- Making routine correspondence/Maintaining Records

Medico Electrodes India Pvt. Ltd., Noida, Uttar Pradesh

J.D. & K.R.A. :-

- Bank Reconciliation
- C-Form Reminder & Party Reconciliation
- Making & Sending Cheques. Making Routine Vouchers. Making monthly Sales Statement
- Raising Invoices to different customers. Follow-up with customer about payment
- Making routine correspondence, Maintaining Records, Making payment to vendors
- Filling in FBT, TDS & Sales Tax Challans. Payment Outstanding. Preparing and mailing Bank Letters
- Handle Petty Cash. Auditing. Routine Voucher Making. Depositing Returns

Cephram Group of Companies, Gurgaon, Haryana

J.D. & K.R.A. :-

- Raising Invoices to different customers
- Co-coordinating with factory regarding the stock and dispatch
- Making monthly Sales Statement
- Follow-up with customer about payment
- Making routine correspondence
- Maintaining Records
- Making payment to vendors.