

## **CURRICULLUM VITAE**

**Shubham Kumar Khari**

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### **CAREER OBJECTIVE**

A position that challenges my skills and urges me to learn and enhance my capabilities to become more competent and experienced so that I can contribute well to the growth of the concern and to have continuous self-development by way of learning and exposure to new assignments.

### **WORK EXPERIENCE: -**

**HINDWARE LTD., Gurgaon, Haryana; working as Supply Chain Executive  
Since Feb-2022 to till date.**

#### **DESIGNATION: -     Supply Chain Executive**

- Managing the company's supply networks.
- To making the daily basis reports as like as current stock and proving to the sales teams (ZM) Zonal Manager.
- To arranging the materials in the plants. As per demands of the sales teams
- Stock Reconciliation for all Plants every month. (Stock Reconciliation of Shortage, Damage, QC hold quantities
- Working on MIS. Preparation of Daily Dashboards related to Primary distribution for Stock, Sales, Receipt, dispatch, Transportation activity with the help of ADVANCE EXCEL.
- In-transit Vehicle & Courier Shipment Tracking & Escalation on time for delayed vehicles.
- Preparation of purchase orders for material transfer from plant to another plant.
- Monitoring the progress of deliveries from various suppliers.
- Preparation of progress reports and monthly commitment reports for review with top management.
- Follow up for Source List Updating from Planning Team.
- Coordinates to the plant and sales teams.

- Handling of goods purchased from vendors against purchase orders.
- Ordering of factory maintenance goods and services.
- Complete ad-hoc reporting when requested.
- Accurate selection, relationship, and performance management of the key logistic players partnering with HINDWARE supply chain to ensure agreed KPIs are achieved and synergies realized.
- Review Requisitions and Specifications to obtain competitive quotations from different suppliers, Negotiation with Suppliers, Prepare Tabulate and price approval from management & prepare P.O. and place P.O.to Suppliers.
- Follow-up with vendors for delivery/ Rejection/ shortage & ensure for timely delivery of materials/services.
- Negotiating with supplier for Price, Delivery, Payment Terms, Freight and other issue to optimize cost, delivery time.
- Developing long terms relationship with suppliers, providing requirement and managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
- Identifying & developing potential supplier.
- Coordinate with Depot & Plant for their requirement & maintain inventory.
- Cross check all purchase bill with quotations.

**RELIANCE JIO FIBER, *Greater Noida*; working as HSO (Home Sales Officer)**  
**From Oct-2019 to Jan-2022**

**DESIGNATION: - Home Sales Officer**

- Calling potential customers to explain the company product and encourage purchases.
- Answering customer questions and escalating complex issues to reliant.
- Deeply knowledge for our products, also customer engagement, and communication campaigns.
- At last manage end to end customer lifecycle.

**PROFESSIONAL QUALIFICATION: -**

**MBA in Marketing** from Subharti University Meerut, 2021-2023.

**B.Tech in Civil Engineering** from A.K.T.U.Technical University Lucknow, 2015-2019

**ACADEMIC QUALIFICATION: -**

- 10+2 from Modern Public School Muzaffarnagar (U.P), 2015
- Matriculation from The Kuber Public School Meerut (U.P), 2013

**SKILLS & STRENGTHS: -**

- Knowledge of SAP.
- Good operation knowledge of MS-word, Excel, PowerPoint, Internet & Microsoft outlook.
- Good communication skill.
- Progressive Positive Attitude, Punctuality and commitment towards hard work.
- Willingness to learn
- Google Sheet.
- STADD PRO
- Designing application: Autodesk AutoCAD, AutoCAD Architecture 2D & 3D
- Revit Architecture for interior or exterior designing.

**PERSONAL MEMORENDUM:**

Father's Name	-	Sh. Dinesh Kumar
Date of Birth	-	14 <sup>TH</sup> Apr, 1999
Nationality	-	Indian
Marital Status	-	Unmarried
Present Address	-	H.N-33A, Sector-41, Gurgaon-122001

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:**

**Date:**

**(Shubham Kumar Khari)**