

Sonu Pal

Pectro Biotech Pvt. Ltd,

ABOUT

Working with Pectro Biotech as Export Logistics Executive for Russian CIS Countries since 2.11 years with an excellent record. Proven expertise in leading a high-performing player, Developing people, Business growth, Key Account Management and Business Analytics for launching, building and growth of great brands. Outstanding interpersonal skills and can build strong relationships across

EXPERIENCE




Pectro Biotech Pvt. Ltd,

(August 2019 – Present time)

Logistics:-

- Taking follow-ups with manufacturer to get the ready goods,
- After getting the Packing details from manufacturer, prepare the CBM calculation for better Planning also arrange the cost effective planning for 20 and 40'HC containers,
- Preparing cost management with the coordination of different vendors and bargaining's for freight or Local charges,
- After discussing the final planning with Management and provide the dispatch instructions to the manufacturer as per our planning,
- Manage proper coordination between CHA/CFA and Manufacturer so that we can't lose our planning,
- Taking hard follow-ups with Manufacturer and Freight forwarder for the actual location of the shipment,
- Collecting export documents from Manufacturer (Invoice/Packing List/ COA/COO/ BL/ AWB etc.) and store in hard file with concern Company,
- Preparing Transit documents and submit to the Management in soft copy,
- Cross check all documents(Invoice/ Packing list/ COA / COO / BL / AWB / CMR / RWB) and ensure that there will be punched correct set of Documents with the consignment (At Airport/ China/Iran or any decided route with Management),
- Cross check the movement of the goods at each and every point (Plant / Custom/ Dispatch from Indian Port/ China/ Iran/ FD.
- Taking final confirmation from Consignee as goods reached or not.

CONTACT

-  Greater Noida,U.P India
-  +91 9873926352
-  Sonup061@gmail.com

EDUCATION

BBA from IIMT College
CCSU Meerut (2013-2016)

COMPUTER SKILLS

MS Office (Advance MS Excel, MS Word, MS Power Point)

STRENGTH

Punctual

Self-Motivation

Team Work

PERSONAL DETAILS

Father Name: Mr. Girichand

DOB : 25 October 1995

Language : Hindi & English

Address : H.No 61, Vill- Luksar
Post Kasna District
Gautam Buddha Nagar
U.P (201310)

- Collecting Custom/ Freight Invoices and cross check with our discussed rate, If all are ok then forward to account departments,
- Working on root cause for any grievances with the manufacturers or vendors and presenting final report with management,

MIS: –

- Manage all functions of purchasing in the department including co-coordinating with manufacturing units regarding material order delivery dates and inventory control as per norms.
- Maintaining MIS for all PO's and Performa invoices, payments purchase invoices, shipping docs, Remittances and present to the management.
- Co-ordinate with manufacturers for quality and timely delivery of goods,
- Discussing with Management and manufactures for new product development & compare price with other manufacturers.
- Follow-ups for new product registration, Provide required details and maintain the records like dossier are submitted & samples are send to consignee.
- Make a co-ordination between consignee and Manufacturer for the regulatory work that Art work and insert are according to them
- Managing coordination of Shippers, Buyers and Consignees.
- Reconcile the payment of manufacturers and vendors with accounts department and present to Management for final approval,
- Collecting the set of shipping documents and coordinate with accounts for BRC clearance in Bank.
- Prepare stock and sales every month, also make an expected order to place in next Month.

Pearson India Education Services Pvt. Ltd. as a Sales Executive

(February 2018 - July 2019)

- Worked in a HE & Competitive Examinations / Test Prep Department.
- Giving sales presentation to a range of prospective clients.
- Generating leads.
- Negotiating all contracts with prospective clients.
- Prepare daily and monthly report.
- Understanding and promoting company products.
- Answering client questions about credit terms, products, price, and availability.

DATE:

(SONU PAL)