

CURRICULUM VITAE

DHEERAJ SHARMA

Mobile Ph.– 9650760395,8810290681

Email-sharma.dheeraj715@gmail.com,

Experience: (Logistics Department)

Presently, I am working with M/s-Shri Lal Mahal Group Rice Industries. In New Delhi from September 2018 to Till Date as a Dispatch Manager (General Trade & Modern Trade)

- I have Make the All Sales Order General Trade & Modern Trade.
- I have Arrange the Transporter.
- I have Maintain the All Records ERP
- I have Maintain the General Trade & Modern Trade Sales Data.
- I have Maintain the Dispatch Record & Sales Return Data
- I have Maintain the Payment Register.
- I have a follow up with Accounts Department
- I have a follow up With Factory
- I have follow up the Dispatch team
- I have Maintain the Data As Per Required HOD
- I have Maintain the MIS Data As per Required By Management

KARMA HEALTHCARE LTD-(Warehouse Manager)

From 16th November 2015 to July 2018 As a Warehouse In charge with the following job Responsibilities.

- I have check the All Sales Invoice
- I have Planning the All Sales Invoice Dispatch to the Customers
- I have Arrange the Transporter
- I have maintain the All Records ERP and Manual Register
- I have Maintain Stocks Register, Petty Cash Register, Dispatch Register, STN Register.
- I Have Maintain the All Data Reports for Warehouse
- To Follow up FIFO FEFO & LIFO Methods
- Co-ordination with the transport for sending the stocks from depot to distributors point.

- I have Maintain MIS Report As Per Requirement from H.O
- I have Working in ERP Software.
- I have Check the All GRN Stocks from H.O

Sanyog Pharmacy (P) Ltd.

Warehouse In charge in (Barcode-Department) with the following job responsibilities.

- To follow up, I have received the GRN in Purchase Department.
- I have check the GRN in Physical Stocks.
- I have handling of following man power.
- 35 No's Warehouse Executive in Barcode- Department..
- I have working in Marg (Accounting Software) Eco-Green & Tally
- Making of Sales Invoice under Eco-Green Software.
- To Follow up FIFO FEFO & LIFO Methods.
- I Have Follow up Slow Moving Stocks & Non Moving Stocks.
- I Have Maintain the All Data Reports for Warehouse
- I Have Maintain Item Wise Sales Report & Party wise Sales Report.
- I Have Follow up the Dispatches.

Depot Coordinator.

Rangsons Marketing Services pvt.Ltd

(Manufacture of Cycle brand Aggarbatties and Dhoop) in Delhi from 2nd February 2009 to December 2013 as a Depot Co-coordinator with the following jobs responsibilities.

- To Follow up ,consolidation and submission of monthly sales plan
- To send pending claim list of the Distributor to H.O
- Report to H.O regarding deviation in tour plan of Field Force of Delhi state.
- Reporting to H.O about Distributor appointment ,disappointment .Also Co-ordination between Depot and H.O regarding settlement of pending dues of Discontinued Distributor.
- Co-ordination of tour expenses, Salary and appraisal leeters of Delhi state field force after discussion with RSM/ASM-Sales.
- Intimation to H.O regarding joining of new Sales personnel in Delhi state
- Order generation under ERP (Enterprises Resource Planning) System
- Making of Sales Invoice Under ERP
- Co-ordination with the transport for sending the stocks from depot to distributors point.

- Random checking of stocks before sending to the distributors point.
- Making party wise /Item wise sales report and send to H.O with a copy to RSM/ASM.
- In the month end preparation of list of distributors regarding achievement of target and balance to do. Also advice to field staff for arranging the payment from the distributors for achieving the targets set by HO.
- Also looking after dispatches made to Modern Trade business.

Cashier-Subhiksha Trading Services Limited

I had worked with Subhiksha Trading Services limited during the period from 15th January'2008 to 31st January'2009 as a Cashier with the following job responsibilities.

- Reconciliation of Inter Branch Accounts on monthly basis.
- Debtor's outstanding reconciliation and compiled report sent to Chief Financial Officer, VP-Sales and all concerned Area Sales Manager on daily basis.
- Preparation of provisions of selling and distribution expense on monthly basis for balance sheet purpose.
- Preparation of selling & distribution expense report on monthly basis.
- Bank Reconciliation on Monthly basis.
- Creditor's outstanding reconciliation.

PERSONAL INFORMATION

Education > B.A (Pass) (Completed in 2009)

2007-2009 Delhi University, Delhi

Computer Skill> Well proficient and having job exposure of Microsoft Word, Microsoft Excel, Internet Outlook. ERP, Tally

- **Date of Birth/Place** < March 5, 1985/ Delhi
- **Marital Status** > Married
- **Father's Name** > Shri Devraj Sharma
- **Permanent Address** > House No.D2DA/1,
East Azad Nagar, Street no.-6
Krishna Nagar, Delhi-51

Dated:

Place : New Delhi

Dheeraj Sharma

(Signature of Applicant)