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| HIMANSHU SHARMA |  |
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| *661-C,UGF,Phase-2,Omaxe City,New Chandigarh Mullanpur* |

**Career objective**

To accomplish Exports , Sales , Logistics , Imports and Purchase professional for both Domestic and Overseas Market and developing effective processes and directing complex functions for offshore projects in customer service oriented environment.

In addition to that want to be a part of a dynamic organization and contribute towards its growth with my Multi-Tasking efforts based on values of hard work, sincerity and honesty.

**Work History**



KC Overseas Private Limited (From 01-11-2021 to 25-05-2022)

Panchkula,Haryana,India

**Import Manager**

I worked as an Import Manager for a Company name “KC OVERSEAS PRIVATE LIMITED” for 6 months time period**.**

**Company Details:** Company was established in 2011 , and is a leading distribution company in India supplying a comprehensive range of Medical and Pharmaceutical products with an intention of serving the growing pharmaceutical sector in India.

Having a customer base like **(CIPLA, MANKIND , JHONSON AND JHONSON , CADILLAC)** and many other big names. Also company is an Authorized distributor of **JRS PHARMA** and **MB SUGARS.** and is the largest North India Importer for **Gelatin, Fish Oil and Clear Vial Bottles.**

**My Key roles in Company-**

**For Imports Department**

* I’m currently dealing with 15 Forwarders , 3 CHA and total 18 Different Vendors from China ,where my day to day task is to negotiate with them on the given pricing quotes for different ongoing or new segment products , Shipping Carrier Cost for bringing FCL and LCL shipments from China to India and Custom clearence cost.
* Also dealing with 3 different CHA for day to day Custom clearing work for Containers or shipments entering in India via various different ports. Majorly from **Mundra** and **Nhava Sheva.**
* Handelling Import related documentation work that includes arranging of Commercial Invoice,Packing List,Certificate of Origin,Certificate of Analysis,BL from the Shippers end.
* Finding and surveying new different leads in buisiness and negotiating with them on the pricing part for existing as well as New product ranges.



Oman Ceramics Co SAOG (WAVE) (From 23-08-2015 to 30-09-2021)

Sohar, Sultanate of Oman

**Export Sales Head Logistics Manager**

I worked as an Export Sales Head and Logistics Manager in a company named “OMAN CERAMICS CO SAOG” based in Oman for 6 years of time period that was using SAP Business One Module as Enterprise resource planner.

**Company Details**: Company was established in the year 1999 and is a large scale sanitary ware sector building World-class Sanitary ware products under the Brand name of “WAVE”. Also specialized in all types of production cycles, including raw materials preparation, quality checking, etc. It is primarily engaged in the manufacturing and sale of sanitary ware.

**My Key roles in Company-**

**For Sales Department**.

* Worked as an Export Sales Head reporting directly to CEO,CFO and GM Sales of the company by assisting them and managing Sales for the Export countries like (USA,UK,GERMANY,QATAR,BAHRAIN,DUBAI,ABU DHABI and PAKISTAN).Also responsible for preparing all System related transactions for all the Export Customers based in these regions by providing them with Sales Quotations,Sales Orders,Delivery notes,Sales Invoices,Ledgers,Account Statements and Payment collection schedules on Advance and PDC basis.
* Worked as Sales Manager and assisted GM Sales by managing Area Sales for Oman's largest (North Batinah Belt region) that included regions based in Shinas,Liwa,Sohar,Saham,Hafeet,Bidaya,Buremi and Ibri.Also responsible for preparing all System related transactions for all the Local Dealers based in these regions by providing them with Sales Quotations,Sales Orders,Delivery notes,Sales Invoices,Ledgers,Account Statements and Payment collection schedules on Advance and PDC basis.
* I use to handle Walk in Customers for Companies Showroom Sales based in Oman Ceramics Company.
* I use to have weekly visits to various Government related Project sites in my region and my Last big contribution to the company in Sales was “MINISTRY OF DEFENSE” project worth Omani Rial 75000 in one shot delivery.
* Having GCC based Driving license with me at current which is valid till 26-06-2026.

**For Logistics Department**

* Providing Excel Worksheets to Export Customers as well as Local Dealers for there Pending Orders, Order in Flow, Dispatch Plans and once they confirm arranging Shippers and Transportators for delivery schedules.
* Strategically planning and Managing Export and Local Logistics, Warehouse, Transportation and Customer Services.
* Keeping track of Quantity, Stock level, Delivery times, Transportation cost and Efficiency and having weekly meetings with Production Department to prepare proper planning in Production Cycle to bring more accuracy.
* Handling Export related documentation work, related to preparation of Container

Calling, Commercial Invoicing, Packing List, Certificate of Orgin,B/L Drafting for Export Parties.

**For Purchases Department**

* Raising Purchase Request for Logistics and Stores Department in SAP Business One Module. Also Converting Purchase requests to Purchase Orders for all other departments after finalizing negotiated deals with Vendors.
* Have experience of handling Air Ticket booking related activities for the Employees of the company. Asking best quotation from different Vendors, making Comparison sheets , and doing final bookings with best Quotes provided.
* Handling activities related to Local Purchase on weekly basis for the Company.

**For Stores Department**

* Coordinating with Stores department for the purchased material for Logistics department and updating them with physical quantity check in order to prepare bills in system.
* Taking Monthly Stock Verification for Logistics department items and matching them with Actual Physical quantity available in system in the end of each month in SAP Business One Module in order to provide financial Departments with correct figures for preparation of MIS Reports.

**For Accounts Department**

* Preparing and Maintaining Excel reports related to Sales and DRN comparisons, Sales Returns and Credit Memo’s related Data in order to upload data in **ECGA** i.e. **(EXPORT CREDIT GURANTEE AGENCY)** of Oman for Company Monthly Sales Data, that provides the company with the guarantee of Export as well as Domestic credit insurance, and financing activities related to Local and Export Buyers.
* Preparing Quarterlies Sales, Production, Raw Material, Employment data for Company and Uploading the Data in **“PUBLIC ESTABLISHMENT FOR INDUSTRIAL ESTATE”** software.

**Projects Handelled**

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**1.** Worked as a **Sales Executive** intern at **DECATHLON.**

It was a 20-day internship at DECATHLON Company, a sports goods selling French MNC and there I served as a Sales Executive intern. Also went onto to attend “Orientation program held in Paris for the same company.

2. Contributed as a **Market surveyor** for a project in association with **GOOGLE.**

This was a market survey wherein I had to visit the retailers of Micromax, Spice and Carbon Mobile Phones and inform them about the upcoming Google “Android 1” application so that they can serve their customers with their best knowledge.

3. Contributed towards a **survey** based project at **SBI.**

It was a survey based project within the association (SBI) in which I liaised the barrier between the employees of the bank and Customers by interviewing the Customers through a questionnaire in order to check their satisfaction level regarding the Home & Education loan in comparison to other banks.

4. Contributed as a **Market surveyor** for a Car project in association with **Audi, BMW, Mahindra, Nissan and Volkswagen.**

It was a customer satisfaction survey through a questionnaire in response to the

Automobiles purchased from these Companies.

5. Worked as a **Market Surveyor** for promotion of our college **GJIMT.**

It was a research project in which I had to visit different colleges of B. Tech and

ask students about their opinion regarding Masters program and let them know

about GJIMT as Management Institute if they were intrested to pursue further

Masters program.

6. Worked as an Intern at **HDFC** bank.

Worked in a project called “GOLDEN WALLET BUGLOW AND COMMERCIAL INITIATIVE”.In this project i worked in a team of two and generated leads from the high profile existing customers by opening new savings and current accounts, giving business to the bank in the end of training received “Preplacement Offer” from HDFC Bank Branch Manager.

**Computer Skills**

SAP Business One Module, Focus, GBS, Pay-manager

MS Word, MS Excel, MS PowerPoint, MS office

Basic knowledge of Computer hardware and accessories

Global Client management & CRM.

**Education**

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| **Qualification** | **College Name** | **University / Board** | **Year** | **Score** |
| BCA | Gian Jyoti Institute of Management and Technology | Punjab Technical University | 2011-2013 | 70% |
| Std. 12th | Sharda Sarvihitkaari Senior Secondary Model School | CBSE | 2010 | 60% |
| Std. 10th | Shivalik Public School | CBSE | 2009 | 73.6% |

**Interests**

Sports-Cricket, Volleyball, Basketball, Dance, Music, Billiards, Football, Skating.

**Personal Details**

Nationality : Indian

Marital Status : Married

Languages known : Hindi, English, Punjabi, Arabic-Very Basic

Fathers Name : R. K Sharma