

HEMANT RAWAT

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Professional Summary

A Supply Chain and Data Support Executive with invaluable knowledge of data management and supply effectively and efficiently as well as inventory management. Well focused on a comprehensive understanding of logistics, procurement, the supply chain, and data record keeping up to date. Boasting a consistent & proven record of accomplishment of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance, all too tight time scales and within budget.

Dedicated to identifying and implementing continuous improvements in the supply chain and data management. Now seeking for a new and challenging position, one that will make the best use of existing skills and experience and further my personal and professional development.

Skills

Technical Proficiency

-  SAP MM Module.
-  Salesforce - SFDC
-  Inventory Scanning Software (e-Seal).
-  E-Way Bill Creation.
-  MS Office

Core

-  Dispatch Planning.
-  Reverse Logistics
-  Handle bulk of orders in closing.
-  Quick Learner
-  Ready for challenging task.
-  Reduce Cost
-  Leadership

Work Experience



V-Guard Industries Limited

Data Support

(April-2021 - Present)

The current role of data support is to resolve the query of marketing people, create sales data, and commercial activities like tracking data of accounting, punching orders, creating data of payment collections.

-  The daily-prepared reports like sales reports, collections reports, and field executive check-in reports shared with Branch Head.

- ✚ Supporting IT-related work such as sales order punching thru software SFDC and SFDC related query.
- ✚ Performing daily routine admin work like coordinating with the marketing team and commercial team.
- ✚ Commercial activities like onboarding form process (CP) with all verification, sale order punching, CP payments as well as return order & PO creation in (SAP), BTL activities handle bill process coordination with SCM team, preparing attendance report then sharing it to the HR team & cross-checking the expenses of the employees.

Supply Chain Executive

(March-2016 -March 2021)

Responsible for the following aspects of the supply chain: The arrangement of vehicle transport, and distribution. Also involved in identifying and implementing initiatives to reduce the overall supply chain cost base.

- ✚ Working closely with customers to improve operations and reduce costs.
- ✚ Ensuring the personal safety and safe working environment of staff.
- ✚ Negotiating contracts to reduce costs and achieve maximum efficiency.
- ✚ Providing accurate routing information to ensure that delivery times and locations are coordinated.
- ✚ Obtain knowledge of coordinating all of the entities involved in a supply chain.
- ✚ Obtaining quotes for transportation and making cost comparisons.
- ✚ Planning for reverse logistics i.e., sales return and replacement pickup.
- ✚ Strategic planning and transportation for material dispatch.

Academic

- ✚ M. Com from Chaudhary Charan Singh University, Meerut in 2017.
- ✚ B. Com from Chaudhary Charan Singh University, Meerut in 2015.
- ✚ Intermediate from CBSE, Delhi in 2012.
- ✚ High School from CBSE, Delhi in 2010

Personal Details

DOB : Oct 6, 1996
 Age : 26 Y & 4 M
 Languages : English & Hindi
 Experience : 06 Y & 11 M

Date: -

Place: -

Signature: -