

SHARAD VIJAY

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CORE COMPETENCIES

- ~ Techno-commercial Operations
- ~ Sales & Service Operations
- ~ Accounting
- ~ Stock Management
- ~ Vendor Management
- ~ Process Improvement
- ~ Warehouse & Inventory Management
- ~ Project Management
- ~ Customer Support
- ~ Team Management
- ~ Purchase
- ~ Negotiation
- ~ Plant Commercial Operations
- ~ SAP
- ~ Excel

ACADEMIC DETAILS

- **Master in Finance and Control** (Equivalent to MBA-Finance) from University of Rajasthan, Jaipur in **2010**
- **B.Com. with Advertising And Sales Promotion** from Subodh College, University of Rajasthan, Jaipur in 2007

PERSONAL DETAILS

Date of Birth:

Sept, 16th 1986

Languages Known:

Hindi, English

Address:

63/79 Pratap Nagar, Sanganer, Jaipur (Raj)-302033

SENIOR MANAGEMENT PROFESSIONAL – COMMERCIAL OPERATIONS

Strong record of contributions in streamlining logistics & commercial operations, procurement, invigorating businesses & improving systems and procedures; targeting assignments in **SAP, Commercial Operations, Finance & Accounts** with an organization of repute, **handled teams of various departments as plant head in commercial aspects**

WORK EXPERIENCE

Since Mar'22 | | Sangam India Ltd
Commercial Head

Apr, 11-Mar, 22- Asian Paints Ltd
Commercial Executive

Key Highlights of Professional Career- Sangam Textiles India Ltd- Mar, 2022- Present

- **Managing Plant Commercial Operations of Denim Fabric Plant for 4 months- Mar, 22- June, 22**
 - Initiated for Yarn Warehouse Requirement
 - **Managing Warehouse of ≈132000 Sq Ft,**
 - Yarn Warehouse of ≈, total capacity ≈1200 MT, Avg Yarn Storage ≈1500 MT
 - **Total Fabric WH ≈ 80000 Sq. Ft,** added additional space of ≈30700 Sq. Ft for smooth working of plant and fabric dispatches for storing
 - **Palate Racking Requirement and its implication proposal** - can increase storage capacity to ≈30 L Mtr from ≈13 L Mtr, current storage capacity (plan still in projection),
 - Palette Racking costing- ≈6 CR
 - **Automatization of plant** for smooth and error free dispatches using Autosat load transferring machine (plan still in projection)
 - **Initiated and handled project for real time loom efficiency calculation,** total project cost-33 Lakh (implementing stage)
 - **Implement MOQ in Plant Store** through which decrease lead time, also helped in reducing machine/ working stoppage
 - **Pushes on daily billing** which results -reducing month end work load
 - **Proposed Performance Evaluation Structure for Employee**
 - MIS or Reporting
 - Raising requirement to IT team for T- Codes development for plant reporting through SAP
- **Heading Yarn Purchase for Denim Fabric Plant- July, 22- Present**
 - **Purchase monthly yarn approx. of 45 Cr- 25 MT** on basis of PR
 - **Forecasting yarn future prices and take decision** to buy or hold
 - Floating enquiries, taking quotes from market/ vendors, **negotiation, placing order**
 - **Planning yarn delivery schedule as per requirement of plant production**
 - Regular follow up for supplying plant for production, dispatches and delivery

- If any issues in yarn then understand the problem and communicate the same to vendor. Monetary **Settlement or return decision** depending on issues

Asian Paints Ltd- Commercial Executive- Apr, 2011- Mar, 2022

● **Warehouse Operations**

- Managing multiple Warehouses in multiple cities
- **Total Area ≈110000 Sq Ft, combined capacity ≈ 2800 MT**
- Managing/ searching warehouse as per the company needs and execute proper agreement
- **Single Handily setup new warehouse of Kota and Udaipur**, getting aligned with all their new warehouse setup like documents checking with legal, commercial negotiation with all technical specifications, issuing LOI, agreement, new warehouse setup and its construction as per future requirement and smooth operations and shifting activity from old to new location
- **Transfer of material from old to new warehouse without losing billing on single day**
- **Proper space utilization** of warehouses with help of CFA
- **Complete Supervision of CFA** operations including inwards, outwards, storage etc.
- **Supervision of logistics activities**
- **Daily order/ billing/ dispatches tracking, MIS** to be published
- **Creating MIS reports-** Sales Report, Control Reports -Overhead, Freight, Barcode, Budgeting planning VS Actual & Variance Analysis and take decisions accordingly
- **Conduct internal process audits and submit the findings** for purpose of process improvement
- **Coordinate the entire external and internal audit** carried out periodically of Rajasthan branches
- **Zero detention** of Vehicle from Plants
- **Managing the day-to-day operations on SAP / BHP/ HANA** with focus on implementing policies & procedures as well as developing and streamlining systems
- **Implementing inventory control measures** to reduce obsolete stock, tracking slow-moving items and achieving reduction in inventory management cost
- Maintaining quality standards for incoming / outgoing materials, ensuring stringent adherence to quality standards, norms & practices
- **Giving speedy resolution of queries & grievances** related to accounting, balance issues, payments and pending forms, maintaining excellent relations with vendors/ dealers
- Fulfilling and tracking the statutory compliances of warehouse including **safety checks**
- **Conducting hazardous material/safety training and mock drills** for employees (including cfa, transporters)
- Quarterly / planned **stock take & stock reconciliation** of all warehouse
- Statutory compliance, Taxation: Statutory Compliances to be adhered to fully w.r.t- Contract Labour laws, Storage license, Shops & Establishment, Bonus, PF /ESIC etc.
- **Handling Carrying and Forwarding Agents, Housekeeping agencies, Transportation with proper agreements** and ensuring all safety norms in the warehouse, finalizing contracts for warehouse operations and transportation, optimum use of trucks, Route planning
- **Monitoring and arranging** for disposal of defective stocks
- To maintained **commercial compliances** across all process

● **Vendor Management**

- **Identification of new vendors, managing relationship with existing vendors** to drive the operations in effective way, payment processing for services taken from vendors. Major vendors include Transporters, CFA, Landlords, Security agency etc
- Process and clear the **vendor payments** as per pre-decided payment terms
- Monitor and ensure no pending payments, open goods receipts and open advances of each vendor
- **Coordinate with Vendors for outstanding amount closure and quarterly Balance Confirmation** within defined timeline

- **PO and invoice processing** within the defined SLA
- Accuracy of Data Highlighting exceptions in operations, timely revert on queries
- **Capex: Procurement of Capex and other regular items, Ensuring all Capital Expenditure Needs of Unit are budget accordingly and due closure of same** post approval of Budget

- **Customer Management**
 - **Define dealer schemes on system and ensure smooth settlement** of schemes (credit notes, gifts and trips) within defined timelines
 - **Procure and distribute scheme related gifts to dealers** and ensure closure with acknowledgement
 - **Organize gateways for trip** schemes in coordination with travel and other agencies
 - Ensure compliance to input manual and commercial manual while settlement of scheme

- **Sales Management & Other Functions**
 - Maintained **coordination between sales and commercial function** for smooth sales
 - **Planning or forecasting material requirement** basis on basis of sales team discussion
 - Assist sales team by generating and sharing accurate dealer level sales reports as per requirement
 - Assist dealers by making and sharing relevant sales report, credit note and debit note workings and scheme related communication as per defined timelines
 - **Provide timely services to dealers** by ensuring availability of sales aids like shade cards, collaterals, dealer kit et
 - **Coordinate with HR department** on employee life cycle activities such as Joining, transfers, separation etc
 - **Find opportunities and work towards optimizing processes and reducing time and cost involved**

Hobbies & Interests-

- ***Running:*** Daily running to keep me fit and through this enhancing my determination strength
- ***Reading Books & Magazine:*** Keeping my mind healthy for long term success in life
- ***Traveler:*** Travel to learn new things and knowing about local culture

Thanks & Regards
Sharad Vijay