

SHAILENDRA SINGH CHOUDHARY

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Professional Experience:-

Since Feb'08 till June'18 with Asian Paints Ltd as Senior Administration Officer handled the Administration, Logistics, Customer Accounting, Warehouse Operations and Accounts Payables.

- ☞ **Regional Administration:** Reports generation, coordination for regional initiatives and activities.
- ☞ **Logistics:** Freight Management, Negotiations & developing distribution plan.
- ☞ **Customer Accounting:** Scheme Working, Monitoring daily collection activities, Reconciliation.
- ☞ **Inventory Management:** Inventory Control, ageing control & stock movements.
- ☞ **Warehouse Management:** Monitoring C&F Operations. Stock controlling & Random Stock audit
- ☞ **Vendor Management:** Timely service, Deliveries & Quality expectations.
- ☞ **Overhead Provisioning, Budgeting & Cost Control:** Cost controlling
- ☞ **Customer Servicing:** Redefining Benchmarks & service efficiency.
- ☞ **General Management:** Effective & efficient utilization of resources.

Keys Deliverables:-

- ☞ Handled Dealers trips and meetings for Madhya Pradesh & Chhattisgarh.
- ☞ Reports generation at regional level, HO scheme and Incentive workings preparation.
- ☞ Coordination with HO for International trips and documentation.
- ☞ New Office and Warehouse location search and documentation.
- ☞ Monitoring & controlling the Cost Heads.
- ☞ Interfacing & liaise with the vendors / contractors / dealers.
- ☞ Raising Credit Notes and Debit Notes to dealer account.
- ☞ Managing Accounts Payable, Vendor bills Checking, No Dues Certificate Collections, developing cost effective alternate Vendors.
- ☞ Monitoring customer accounting & collections.
- ☞ Monitoring PCFA Operations of Bhopal & Gwalior Unit.
- ☞ Responsible for rate negotiation, fixation & developing new supplier base.
- ☞ Solve shortage, excess or damage in incoming of the materials & initiating insurance claims.
- ☞ Stock controlling in the warehouse & assist in Stock Auditing
- ☞ Responsible for hard rate negotiation & fixation of new vendors.
- ☞ Effective & efficient utilization of resources.
- ☞ Timely resolution of Dealer issues & complaints.
- ☞ Conducting internal Audit checks for ensuring adherence to the company policies.
- ☞ Identification & Liquidation of Slow moving SKU's, Damage & past validity stocks.
- ☞ Planning physical layout of warehouse for storage of materials and ensuring smooth accounting, issue of material.
- ☞ Arranging Social gatherings, picnics & meets.
- ☞ Handling recruitments & providing training & support to Non-management employees.
- ☞ Handling the responsibilities of facility management.
- ☞ Asset Management..

Achievements

- ☞ Awarded with certificate of Merit for participant in TE Olympics'08 contest.
- ☞ Awarded with "Recognition on Spot" award in July 12 for warehouse shifting.
- ☞ Awarded with "Recognition on Spot" again in 2017-18 for handling Event of 600+ people in Lonavala.
- ☞ Successful implementation of SBA Module & achieved the crown for the team.
- ☞ Promoted as Sr Officer for implementation of new modules/ processes & streamlining the operations.

Strength

- ☞ Effective Team Worker.
- ☞ Effective time management skills.
- ☞ Effective in issue resolving with logics & practical.
- ☞ Ability to execute multiple projects, organize and prioritize work to meet deadlines
- ☞ Flexible to quickly adjust and support dynamic priorities.
- ☞ Planning, organizing, providing leadership and controlling all administrative functions.
- ☞ Strong interpersonal & Communication skills – good written, verbal and presentation skills.
- ☞ Analytical, Evaluative
- ☞ High Standard of personal hygiene

Academic Qualifications

- ☞ Bachelor of Commerce from DAVV University, Indore in 2003.
- ☞ H.S.S.C from N.L.A.H.S School affiliated to M.P. Board of Secondary Education in 2000.
- ☞ High School from N.L.A.H.S School affiliated to M.P. Board in 1998.
- ☞ Certificate of Basics, Ms-Office.
- ☞ SAP operation, Lotus notes & Microsoft Outlook.

Previous Experience

<u>Tenure</u>	<u>Organization</u>	<u>Designation</u>
June'06-Jan'08	Sayaji Hotels Limited	Assistant Auditor

Personal Details

- ☞ Father's Name : Sh. Vijay Singh Choudhary
- ☞ Date of Birth : 9th July 1983
- ☞ Address : 161/93, Anantpuri, near Indrapuri Colony, Indore, INDIA

I hereby declare that the above details furnished by me are true to the best of my knowledge.

Thank You.

Place : Indore

SHAIENDRA SINGH CHOUDHARY