

# Sameer Sharma

Noida, Uttar Pradesh

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Experienced Supply Chain Manager with expertise in Vendor Development, Negotiation, Logistic Handling, Art Work Checking for Primary Flexible Laminates and Maintaining Documentation Record of Goods Ordered and Received..

## Personal Details

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**Date of Birth:** 1987-11-05

**Eligible to work in:** India

**Highest Career Level:** 5+ years experience

**Industry:** Business Operations, Construction, Export, Import, Oil & Gas, Energy, Power, Infrastructure

**Total years of experience:** 12

## Work Experience

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### Dispatch Manager

Pawfect Pet Foods Pvt Ltd-Noida, Uttar Pradesh

March 2024 to Present

- Responsible for order fulfilment paperwork for invoice processing
- Ensure safe loading and placement of material on trucks
- Economical and timely scheduling of shipments to ensure customer satisfaction
- Check all paperwork's related to deliveries for invoice processing
- Maintain record of dispatched goods, Drivers and pick up time
- Ensuring dispatchers are completing their daily task for efficient running of process
- Ensure timely availability of inventory and keeping track for shortfall of inventory
- Ensuring that packing and transportation meet a company's quality control
- Checking dispatchers follow health and safety guidance

### MANAGER- SUPPLY CHAIN MANAGEMENT

Alpha Food Tech Pvt Ltd-Noida, Uttar Pradesh

March 2019 to January 2024

Location - Noida

Roles & Responsibilities:

- > Handle communications and negotiations with external suppliers.
- > Prepare and submit weekly reports to CEO

- Manage all supply chain operations, including shipping, receiving, and logistics to ensure the accurate and timely delivery of supplies
- Create supply chain management strategies that increase efficiency and speed
- Technical and commercial discussion with vendors
- Maintain records of goods ordered and received
- Forecast the need of the organization in terms of deficiencies, material requirement and possible efficiencies arising in the market.
- Create efficient systems and procedure.
- Travelling as per requirement of Projects
- Educate & hold meeting with projects team on vendors in local & international market.
- Conduct regular research on new products. Suggest cost effective alternatives.

### **SALES ENGINEER**

E-Pack Polymers Pvt Ltd-Noida, Uttar Pradesh  
May 2017 to March 2019

Location - Greater Noida

Roles & Responsibilities:

- Manage and develop relationship with existing clients for new Projects.
- Interface with customers on ongoing project issues.
- Visit sites to measure roof dimensions, obstacles location & perform shading analysis.
- Design system plans and layouts utilizing AutoCAD.
- Preparing Quotations and BOM based on Auto Cad Layout.
- Meeting with Solar/PEB Consultants, dealer for generating sales.
- Doing market research for the product requirement of the clients.
- Travelling as per the requirement of sales.

### **SALES ENGINEER**

Joinleader Chemtech Pvt Ltd-Delhi, Delhi  
February 2014 to April 2017

Location - Patparganj, Delhi

Roles & Responsibilities:

- Responsible for the selling of technical items of the company.
- Coordinating with existing corporate clients, dealers, and vendors for sales.
- Preparing presentation for corporate clients and individual clients.
- Doing market research for the new product and for the requirement of the clients.
- Providing after sales support services.
- Travelling as per the requirement of sales.
- Making daily, weekly and monthly reports.
- Providing training to the team.

- Attending weekly and monthly meeting, and presenting our territory.
- Organizing events to maintain the good relationship with the customers.

## **ENGINEER**

Unistal System Pvt. Ltd-Noida, Uttar Pradesh  
June 2012 to February 2014

Location: Noida

Roles & Responsibilities:

- Digitizing and logging the data as per the Work Procedure
- Updating the Document Control Status and Material Procurement Status
- Generating Exception and Quality Reports and rectifying them with Contractor.
- Prepare Monthly Progress Report.
- To Work as Document Controller in Hard & Soft Format.
- Real Time Creation of Pipe Book.
- Prepare Welder Performance Detail.

## Education

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### **CBSE in Science**

Sr. Secondary - Noida, Uttar Pradesh  
February 2006 to April 2007

### **CBSE in Science**

Assisi Convent School - Noida, Uttar Pradesh  
January 2003 to April 2004

## Skills / IT Skills

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- Lean manufacturing (Less than 1 year)
- Adobe Photoshop (1 year)
- AutoCAD (1 year)