

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

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

Logistics 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

Logistics\Supply Chain Manager

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

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

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