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| Tarun Bhardwaj  keshav.tarun@gmail.com  +91 7988741716  High-energy professional, targeting challenging assignments in **Back Office**  **Sales Operation** **Management** (**Logistics, Warehouse Management, Material Management and Finance & Accounts**) with an organization of high repute.  Contact  Tarun | |
| **Profile Summary**   * B.Com. Qualified Professional with 19 years of experience in Sales Operations, **Warehouse Management** & Customer  **Service,** Finance & Accounting * Proficient in managing activities like demand planning, **Financial** **Forecasting**, and **Inventory** **Management** including finished goods clients like Honda, Hero MotoCorp * Skilled at maintaining optimum inventory levels to ensure optimum stock levels with hands-on experience in developing strategies to strengthen the effectiveness of **Logistic** **Chain** * Directed complete **Sales Operations** entailing to planning, resource utilization, maintenance, quality management & manpower management * Implemented Warehouse Management System that resulted in highest **96%** error-free supply * Managed supply chain for distributing goods in the warehouse to end-users for the achievement of targets within specified parameters * Coordinated with production and quality departments for supply/clearance of material including the supply of kits to different **Original Equipment Manufacturers** (**OEMs**) * Reviewed and reported to management on the service level of forwarders and suggested ways to improve their performance, productivity and efficiency level * Maintained records in **ERP Microsoft Navision and in CRM** relating to the order management, purchase orders processing , and quotation records * A keen communicator with honed interpersonal, problem-solving and analytical capabilities and a proven team player with the skills to connect with people of all business and designations | **Core Competencies**    **- Sales Operation**  **Management**  **- Customer Service**  **- Inventory Management**  **- ERP Microsoft Navision,CRM**  **- Customer Care**  **- Logistics**  **- Process Improvement**  **- Warehousing**  **- Finance & Accounting**    **Soft Skills**    Punctual  Leadership  Proactive    Adaptability |
| **Timeline**    Zavenir Daubert India Pvt Ltd., Binola, Gurugram as Asst Manager  Since 2010  2003 to 2006  2008 to 2010  Techtronics (India) Ltd., Gurugram as Sales Coordinator  B.Com. From Dronacharya Govt. College, Gurugram  Raychem RPG Ltd, Connaught Place New Delhi as Sr. Officer - Sales Support  1998 to 2001  2006 To 2008 | |
| **Professional Experience**  **Aug’ 2020 till date Zavenir Daubert India, Asst Manager - Accounts**  **Job Profile:**   * PI and PDI Booking * Salary booking in ERP. * Other (Sample, PF ESI LWF etc) recurring JV booking in system. * All Journal Voucher booking in System. * GST ITC-4 preparation and filing. * TDS Monthly Payments, Quarterly Returns preparation and Filing * Debit/Credit Notes raising and booking * Vendor / Customer reconciliation and balance confirmations. * Physical monthly inventory audit and Annual Inventory verification. * Monthly gate inward material reconciliation. * Prepare various schedules for annual audit. * Collection booking on ERP.   **Apr’2010-Aug’2020 Zavenir Daubert India, Asst Manager - Customer Care**  **Job Profile:**   * Opening new customer codes in ERP. * Building, Maintaining and Retaining Healthy Business relations with Corporate Clients for their satisfaction. * Punching of Leads in CRM. * Sending quotations through CRM and offline. Samples processing. * Approving Orders in ERP & ensuring material planning in plant and logistics handling through end to end solution. * Preparation of weekly payment collection and projection report. * Direct customers handling and schedule orders booking. * Warehouse stock monitoring & maintenance of stock in all warehouse and timely deliveries. * Develop the new product as per new customer’s requirements. * Pricing & costing of the new products & items. * Import the new products as per customer’s requirement. * Calculation of the margin of the new products & imported products. * Annual Business Target & Sales Budget making & uploading for the channels & key sales. * Managing EDI, ASN & E-Way bills for the direct customers & channel partners. * Handling Customer queries for their Satisfaction and for Creating New Business Avenues. * Providing Pricings & discount structures and credit notes working for Channels to increase sales volume. * Setting up new annual business targets for Channels & Sales Representatives. * Regular Order planning and preparation of sales projection, monthly sales review. * Recruitments of new Sales Partners, their agreements and security deposit collections and targets planning. * Preparation of Various Sales MIS, Daily Order Monitoring, Daily Sales Pool updation and Presentations. * Increasing Sales through existing Corporate Clients and through Channels.   **IT Skills**   * ERP Microsoft Navision, MS Office, Excel, * CRM | |
| Personal Details  **Date of Birth:** 6th Nov 1980 **Languages Known:** English & Hindi  **Address:** VPO - Mehchana, Distt. Gurugram, Haryana - 122504 | |