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Swapnil Kulkarni

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| OBJECTIVE |  | Aspiring for a challenging position in the global market thereby exploring my potential to contribute to the development of a progressive organization. |
| SKILLS & ABITLITIES |  | Strong experience in providing administrative as well as sales support  Excellent communication, interpersonal, and follow through skills  People oriented with a courteous, professional, and customer-focused attitude  Adept at devising and implementing effective management to enhance Operative Functions  Experience in Handling Operations (Branch/Warehouse) with spectrum of activities encompassing Client Servicing activities, Sales, Business Development  Experience in Handling Input / BAP (Branch Advertising Promotions) |
| EXPERIENCE |  | *Regional Commercial Executive, Asian Paints Ltd.*  Feb’2019 to March’2020  Leading the commercial teams to deliver their key responsibilities.  Co- ordination between Sales and Accounts teams at region and HO for commercial activities  Handling commercial activities at Regional Office at MPC Region (including tracking distributor/dealer outstanding, payments & deposits, Statutory requirements )  Ensuring proper authentication of various contracts and agreements with distributors and service providers.  Monitoring of TAT for Computation and disbursal of sales (field staff) incentives at regional level  Monitoring of TAT for Computation and verification of distributor & dealer incentives at regional level  Managed and analyzed all financial reporting including budgets, expense accounting, sales reports, aged debtors  Deployment of new initiatives and process across depots  Initiated and manage various other tasks viz-a-viz damage material liquidation, CFA operations, Dealer servicing norms in timeline by the transporter.  Infrastructure development in depots/office includes New Office/Warehouse planning in conjunction with Commercial, Legal, Sales, IT and Taxation Hierarchy  Controlling the Branch level office expense accounting and audit  General marketing administrative support  Optimization of warehouse space, manpower and other resources.  Monitoring Stock Audits, Depot Audits and ISO audits  Participation in events management at regional or divisional level  *Sr. Commercial Officer, Asian Paints Ltd*  July’2008 to Jan’2019  # Warehouse & Inventory Management  Monitoring of proper inward & outward of material  Periodic Physical verification of stock and proper accounting  Monthly audit of PCFA operations at transaction level & checking adherence of Policies & Procedures  Standardization of Policies & Procedures in warehouse  Optimum utilization of warehouse space, manpower and other resources.  Ensuring CFA compliance to various acts applicable  Monitoring of the slow-moving stock  Assessment of damage stock & Disposal of the same  Ensure FIFO movement of the material  Arranging for basic amenities of PCFA staff, for providing them healthy working atmosphere increase their work efficiency  # Transport & Logistics Management  Ensure proper and timely delivery of material at all the locations  Control Cartages Expenses & Transportation Cost  Minimize In transit damages & shortages reconciliation  Maintain healthy relations with transporters for smooth business dealings  Search and create alternate transporters to avoid dependency on single transporter  Arrangement of additional vehicles for seasonal load dispatches  Commercial settlement with the transporters pertains to in-transit loss done by transporter  Ensure timely submission, checking and clearing of Transportation Bills  Analysis of budgeted CPT vs Actual CPT and finding out reasons for variances.  Collecting No dues certificates from transporters to avoid any unaccounted liability in future  # Overhead Budgeting and Cost Control  Ensuring timely provisioning of expenses at month level  Preparing Expense Monitoring report and reviewing the expenses  All unbudgeted/under budgeted amounts are escalated and approved prior to incurrence  Development of alternate vendors to reduce dependency  Ensuring compliances to all expense settlement guidelines and processes by the team.  Budgeting of overheads of forthcoming financial year with proper logics and workings  # Vendor Management  Ensuring suppliers meet for timely service, cost, and delivery & quality expectations  Rate negotiation & finalization and processing of vendor payments adhering timelines  Collecting No dues certificate from all active vendors and maintaining healthy relations with vendors & search and develop alternate vendors  Vendor code processing as per the statutory norms  # Customer Servicing and Accounting  Monitor customer accounting and collections  Preparation and settlement of dealer scheme working  Settlement of Credit Notes and Debit Notes  Preparation of Input Utilization Report  Input / BAP Expense handling  Proper accounting of Input / BAP related expenses.  # Statutory Compliance  Possession and display of all valid licenses in the Warehouse  Proper record keeping w.r.t Statutory compliance  Ensuring CFA statutory compliance w.r.t ESIC/PF/Bonus  Monitoring all agreements and getting it renewed at the time of any lapse  Liaison with Government officials as and when required  Support to Commercial Tax Officer for various returns filing under shops & establishment, Minimum wages Act, ESIC etc.  *Officer Admin Sales, Asian Paints Ltd.*  Jan’2006 to June’2008  # Oversaw after Sales support viz  Providing various reports on timely basis viz. OD/OS, Target vs Actual etc.  Answers questions concerning to the operations of office and established policies and procedures.  Complaint logging and resolution pertains to CW Machine at dealer counter  Query resolution of dealers/TSOs w.r.t various kinds of CN settlement.  Communication with administrative, executive and line management personnel to collect or convey related information.  Manage and maintains confidential records and files.  Makes travel arrangements, appointments, screens visitors, receive telephone calls, faxes, and mail  Organization and arrangement of various Dealer / Painter meets in consultation with Area Managers  Gifts Management to dealers  # Branch Administration  Ensure to have maintained of all PCs, LAN, Printers should be in workable condition.  Have AMC in place for all equipment’s like DG, AC etc.  Housekeeping, Facility Management, Vendor Management  Ascertain cordial relationship with vendor  Vendor Bill Processing  Payment Follow-ups and settlement  To ascertain CFA Activities in accordance with the Commercial Team viz.  Collections, Inventory Management, Transportation, Duties as assigned  *Back Office Executive, Perfaction Digital*  Apr’2004 to Dec’2005  *Computer Operator, Libran Graphics*  June’2003 to Feb’ 2004 |
| EDUCATION |  | Bachelor’s in Computer Application (Computers), 2002 from Extol Institute of Management, Bhopal  Higher Secondary School (PCM), 1999 from Nalanda Public H.S. School, Bhopal  High School, 1997 from Nalanda Public H.S. School, Bhopal  Certification in Operations Management, 2012 B-School, Chennai  Certification in Export-Import Operations  Certification in MS Excel – Data Visualization and Modelling using DAX  Certification in Power BI – Data Visualization and Modelling using DAX  Certification in SQL – Data Visualization and Modelling using MYSQL |
| COMPUTER PROFICIENCY |  | MS Office | Windows | Office 365 | Internet |  SAP (ERP) | Multimedia Software  Knowledge of Tableau Software and Data Analytics |
| ACHIEVEMENTS |  | Regional Winner - Samanvaya Contest – Indore 2013-14  National Winner – Gains Bond Contest – Indore 2015-16  Adjudge for Promotion – Commercial Officer 2008-09  Adjudge for Promotion – Sr. Commercial Officer 2014-15  Adjudge for Promotion – Regional Commercial Executive 2019-20 |
| PERSONAL DETAILS |  | Date of Birth : 04th April 1981  Employment Status : Full Time  Relationship Status : Married  Languages Known : English, Hindi & Marathi |
| REFERENCES |  | Will be available upon request |

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

Thank you.

Place & Date: Indore

*Swapnil Kulkarni*