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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 supportExcellent communication, interpersonal, and follow through skillsPeople oriented with a courteous, professional, and customer-focused attitudeAdept at devising and implementing effective management to enhance Operative FunctionsExperience in Handling Operations (Branch/Warehouse) with spectrum of activities encompassing Client Servicing activities, Sales, Business DevelopmentExperience in Handling Input / BAP (Branch Advertising Promotions)  |
| EXPERIENCE |  | *Regional Commercial Executive, Asian Paints Ltd.*Feb’2019 to March’2020Leading the commercial teams to deliver their key responsibilities.Co- ordination between Sales and Accounts teams at region and HO for commercial activitiesHandling 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 levelMonitoring of TAT for Computation and verification of distributor & dealer incentives at regional levelManaged and analyzed all financial reporting including budgets, expense accounting, sales reports, aged debtorsDeployment of new initiatives and process across depotsInitiated 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 HierarchyControlling the Branch level office expense accounting and auditGeneral marketing administrative supportOptimization of warehouse space, manpower and other resources.Monitoring Stock Audits, Depot Audits and ISO auditsParticipation in events management at regional or divisional level*Sr. Commercial Officer, Asian Paints Ltd*July’2008 to Jan’2019# Warehouse & Inventory ManagementMonitoring of proper inward & outward of materialPeriodic Physical verification of stock and proper accountingMonthly audit of PCFA operations at transaction level & checking adherence of Policies & ProceduresStandardization of Policies & Procedures in warehouseOptimum utilization of warehouse space, manpower and other resources.Ensuring CFA compliance to various acts applicableMonitoring of the slow-moving stockAssessment of damage stock & Disposal of the sameEnsure FIFO movement of the materialArranging for basic amenities of PCFA staff, for providing them healthy working atmosphere increase their work efficiency# Transport & Logistics ManagementEnsure proper and timely delivery of material at all the locationsControl Cartages Expenses & Transportation CostMinimize In transit damages & shortages reconciliationMaintain healthy relations with transporters for smooth business dealingsSearch and create alternate transporters to avoid dependency on single transporterArrangement of additional vehicles for seasonal load dispatchesCommercial settlement with the transporters pertains to in-transit loss done by transporter Ensure timely submission, checking and clearing of Transportation BillsAnalysis 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 ControlEnsuring timely provisioning of expenses at month levelPreparing Expense Monitoring report and reviewing the expensesAll unbudgeted/under budgeted amounts are escalated and approved prior to incurrenceDevelopment of alternate vendors to reduce dependencyEnsuring compliances to all expense settlement guidelines and processes by the team.Budgeting of overheads of forthcoming financial year with proper logics and workings# Vendor ManagementEnsuring suppliers meet for timely service, cost, and delivery & quality expectationsRate negotiation & finalization and processing of vendor payments adhering timelinesCollecting 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 AccountingMonitor customer accounting and collectionsPreparation and settlement of dealer scheme working Settlement of Credit Notes and Debit NotesPreparation of Input Utilization Report Input / BAP Expense handling Proper accounting of Input / BAP related expenses.# Statutory CompliancePossession and display of all valid licenses in the WarehouseProper record keeping w.r.t Statutory complianceEnsuring CFA statutory compliance w.r.t ESIC/PF/BonusMonitoring all agreements and getting it renewed at the time of any lapseLiaison with Government officials as and when requiredSupport 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 vizProviding 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 counterQuery 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 mailOrganization and arrangement of various Dealer / Painter meets in consultation with Area ManagersGifts Management to dealers# Branch AdministrationEnsure 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 ManagementAscertain cordial relationship with vendorVendor Bill Processing Payment Follow-ups and settlementTo 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, BhopalHigh School, 1997 from Nalanda Public H.S. School, BhopalCertification in Operations Management, 2012 B-School, Chennai Certification in Export-Import OperationsCertification in MS Excel – Data Visualization and Modelling using DAXCertification in Power BI – Data Visualization and Modelling using DAXCertification in SQL – Data Visualization and Modelling using MYSQL |
| COMPUTER PROFICIENCY |  | MS Office | Windows | Office 365 | Internet | SAP (ERP) | Multimedia SoftwareKnowledge of Tableau Software and Data Analytics |
| ACHIEVEMENTS |  | Regional Winner - Samanvaya Contest – Indore 2013-14National Winner – Gains Bond Contest – Indore 2015-16Adjudge for Promotion – Commercial Officer 2008-09Adjudge for Promotion – Sr. Commercial Officer 2014-15Adjudge for Promotion – Regional Commercial Executive 2019-20 |
| PERSONAL DETAILS |  | Date of Birth : 04th April 1981Employment Status : Full TimeRelationship Status : MarriedLanguages 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*