

Jayendra Shashikant Dhulekar

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To be a part of an organization which provides a challenging and goal-oriented work environment and to utilize my skills and knowledge for achievement of organizational and personal goals.

Professional Experience

1] SORIL Infra Resources Ltd - Indiabulls Group

Assistant Manager - (Mar 2010 to Present)

Key Skills

Procurement, Commercial Management, Logistics Planning, Import Planning, Inventory Management, Site Requirement Analysis & Planning, LC, Custom Procedure, Customer Coordination, New Business Analysis Planning, Expenses Analysis/control planning, Invoice Management, Invoice Reconciliation, Business Expenses Analysis, Business IRR & ROI, Billing, SAP MM Module, Customer Relationship.

Procurement

- Asset Utilization Planning for Rental.
- Analysis of Business for Asset worth 400cr.
- Analyze Requirement & Arrangement of Quotations, Conversion into comparatives statements.
- Analysis of asset return on investment. Calculation of IRR (Internal Rate of Return) for 8 to 10 years life cycle of equipment's.
- Analyze operational performance.
- Coordination with Funding Institution for Loan requirement.
- Development of Standard Operation Procedures for effective procurement for Sales, Inventory Planning .

Invoice Management

- Invoice process in SAP and process for payment.
- SAP Entries, Payment forward.

Logistics Management

- SAP - MM Module.
- Logistics planning for timely delivery of material at site (TOT).
- Handling Import Clearance & Documentation.
- Develop and arrange Custom House Agent for smooth clearance for various sea & Air ports in India.
- Coordination with overseas vendor's for smooth delivery of Import Material.
- Coordination with Freight forwarder for timely delivery of material at Port / to meet sales targets.
- Handle High Sea Sale.
- Import Clearances.

Commercial Support

- Preparation of annual budgets and forecasts and monitoring progress on a monthly basis.
- Assisting project teams on Rental invoice receivable management, revenue and expense analysis.
- Support to Operation Team in their review and analysis of project progress reports, labor, cost and expense reports
- Review existing controls, procedures and processes in place.
- Verification of Business Expenses.
- Business MIS.
- Finalization of product prices as per sales requirement by analyzing Return on Investment (ROI).
- Yearly track record of asset recovery by accounting standard of view.(using SAP System)
- Analysis of Business Profitability (P&L) monthly.
- New business development cost analysis.
- Annual Business review MIS, s, PPT Presentations.
- Closely working with Operation and sales team for control of costing & planning, Budget.
- Track records of sales MIS Targets Vs Achievements.
- Yearly Business models Costing Analysis.
- Finding regional deficiency in business growth with corrective action.
- Providing support for the Operations vertical for Rental Equipment at Pan-India level.
- Yearly Sales presentation / Analysis - involve Overall Achievements / Key customer achievement.
- Interaction with Clients for Payments reconciliation

- Monitor rental collection as per ageing.

Sales/Support

- Achievement of Rental Targets for Mumbai city Region.
- Interaction with Clients for negotiation and Business requirement.
- Collection of payments from clients against rental invoices.
- Co ordination with logistics team for dispatches and Commissioning of equipment's.

2] HBL Global Pvt. Ltd. On the project of HDFC Bank Ltd.

Channel Co-Ordinator (MIS). (Mar 2008 to May 2010)

Key Skills: Daily MIS activity for Loan Channel & Presentation for Review Meeting.

- Quality Checking of Credit card Application before sending for Login.
- Regular Sending the Credit card Audit report to Location.
- Provide PAN INDIA MIS Report for ADM channel of loans.
- Provide Daily Sales MIS for PAN India HDFC Bank Asset Department of ADM channel. It includes 10 Product showing daily Nos of business done by branches.
- Monthly Basis Dashboard for all the Location with Product wise for Vice precedent of Channel Head Showing Asset Product Business Growth Month on Month.
- Co-ordinate with the Assets desk Manager / Region Head / Product Team for updated status of MIS report.
- Provide different Verity / Type of MIS report as per the req. of Channel Manager.
- Preparation of the Review data for presentation on Microsoft power point to Asset Manager, Regional Head, Channel manager, & Branch Banking Head.
- Provide Review data on Monthly Basis in Microsoft power point to Managing director of Banking Head.
- Reconcile the Monthly Business done by branch on Mail with product team for all Asset Product.
- Supervised & Guide the team. Provide the Excel Training to the team Member for Advance knowledge.

Education Qualification

- S.S.C. (Year of passing 2002)
- H.S.C. (Year of passing in 2004)
- Bachelor of Commerce Degree (BCOM) (Year of passing 2007)
- Post Graduation Diploma in Business Management from Mumbai University (year of passing 2014).

Computer Knowledge

- Well Versed with Ms-Word, Excel 2003, Excel 2007(Lookups, Pivot table, All other formulas related to advance excel function), Power Point. Well Verse with Advance Excel.
- Knowledge of SAP MM Module.

Oversea Experience

- Special Project deputation for **Sri Lanka & Myanmar** for New Rental Business Development Analysis.

Personal Information

Mobile No : 9773149763

Date of birth : 4th April 1986

Nationality : Indian

Marital status : Married

Sex : Male

Language Knowledge : Marathi, Hindi & English

Hobbies : Making Friend, Reading Books.

Relocation : Ready to relocate.

Place : Mumbai

Date : (Jayendra Shashikant Dhulekar.)

