Arun Kumar .S

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* Overall 14 years of experience including project order management ,Inventory , Account Receivable across different projects , Marketing Communication and Operation
* 3 years of Domain experience in the field of Order management, Distribution (3M India Limited) business areas.
* 9 years of experience in Project order management Commercial and Accounts Receivable (ACER INDIA PVT LTD) comprising as Project Sales Coordinator for key accounts like DGS&D, LIC, and BFSI & SMB Business, Vendor management Marketing commercial operation.
* Extensive knowledge of Documentations and getting payments from the customers.
* Has good knowledge on Master Data management such as Material master, Vendor master.
* Extensive experience in handling of MFGPRO, BPCS, AS400i, Citrix for stock Reconciliation, Conversion/data migration process for Manufacturing.

**Employment History**

* Acer India Pvt Ltd Senior Executive Marketing Co-ordination Jul 2015 – Till Date
* Acer India Pvt Ltd Project Coordinator Mar 2010 – Jul 2015
* 3M India Ltd as Distribution Coordinator Sep 2006 -- Nov 2008
* 3M India Ltd as Customer support order entry Jun 2005 -- May 2006

**Career Progression**

**Senior Executive Marketing Co-ordaination** July 2015 – Till Date

**Acer India Pvt Ltd**

1. **Finance Compliance**

Handling the Finance compliance related to INTEL, MICROSOFT, AMD. Compiling the Audit docs submitting the same as per the Requirement for Account Receivable, Broad budget allocation

1. **Vendors Mangement,**

Selection of Vendors as per the Activity ,Based on the POE’s Execution, Estimate or RO, Payment will be made to the Vendors, Agency ,

1. **Job Status**

Maintaining the job Status of each Activity /Event and following up with the Agency or Vendors for closure.

1. **Competition Analysis & Publishing**

On daily basis analyzing the product line of different competitors and publishing the relevant News to the sales and product Team through PPT format, compiling the Market Research Analysis Report shared by the Agency.

1. **Fund Tracker**

Maintaining the Fund Tracker which helps to prepare the Activity Budget month wise

Maintaining Different MIS Reports (Activity Report, Vendor Payment, Agreement and Estimate Dashboard)

1. **Public Relations**

Arranging the products for journalist reviews, Display, Testing, Product Shoot, and Public Events.

1. **Commercial Broacher & Consumer Buyers Guide & Leaflets**

Compiling the specs and other features of the new products to get it print in broacher, Buyers Guide & Leaflet

1. **Product Launch & Price**

Handling ownership of product launches Events validating the Product price and updating to journalist for Market Research

1. **ATL & BTL Operation**

Handling Art work for particular Ad, Screening the Partners Panel, Verifying the events as aligned.

1. **Material Transactions**

Based on the stock availability and Aeging wise will Transact product for Showcase for public, Partners,Branches

**Project Coordinator (Key Accounts AR) March, 2010- June 2015**

**Acer India Pvt Ltd.**

**1. DGS&D, LIC, BFSI & SMB’s AR Collections,**

Verifying and processing the required Documents for Payment Collections from the Customers, like

Different Govt Bodies State & Central, Banks and Financial Institute, Small Medium Business and LIC

**2**. **Order Management**

Checking the Bill of materials and getting billed as per the PO and monitoring the shipments

Through Logistics for on time delivery to the customers and getting acknowledged the same

Triggering the shipment alert to the Support Team for Installation of the delivered material of the

Customers

**3. Buyback Inventory**

Appointing the vendors to buyback the inventory from the customers and processing the bills for

Same to collect the Amount.

**4. Handling the Commercial Docs**

Bank Guarantee of Different Projects, Insurance policy, Octroi/Entry Tax Receipts, Installation

Report, Pod’s ,Inspection Notes of Govt Projects,

**5. MIS Reports**

Ageing Data, AR report weekly basis, Stock Inspection Data of the Govt Projects, IR report on weekly basis,

**Distribution Coordinator (SCM) SEP 2006 to Nov- 2008**

**3M INDIA LTD**

**1. CSA (Consignment Sales Agency) Operations**

For Appointed CSA’s all over India need to provide Training for the billing process through the application

Called BPCS (IBM Application), Stock Transfer as per the Requirement, Reversal Distribution Resource

Process from various CSA place to meet the sales targets, processing the CSA Commission Bills.

**2. Logistics & Warehouse Payments**

As per the provisions monthly wise Payments will be made to the logistics and Warehouse.

**3**. **Cycle Count Reconciliation**

Reconciling the Stocks of different CSA’s & Warehouse on Monthly basis and trigger the same to Sales

Team for Sales Projection for future.

**4**. **Credit and Replacements**

Processing of Credit notes as per the CSA Trigger when wrongly billed to the End customers, Raising an

Replacement Notes for the same as per the customer Requirements.

**5**. **Creation of Customer Master**

As per the CSA Requirement will Create the Customer Master in the data base .Material will be billed as

Per the Finance Instructions within the Credit Limit.

**6**. **Compilation of Sales Data.**

Across the Country Sales done through CSA will be compiled to figure out the Contribution of Sales by

Each CSA to meet the Monthly Target.

**Customer Support June 2005 to May- 2006**

**3M INDIA LTD**

**1. Order Processing**

Based on PO Acceptance Order will be processed through the application on FIFO Method like Normal

Invoice Billing, High Sea Sale, SEGP Order, Mod Vat Bill, Sample Order

**2. Coordination for MOQ’s**

For any Price issues or MOq’s issue will be updating to the Salesperson to get Revised PO from the

Customers,

**3. Order Release**

Coordination with the Finance Team for Order credit issues and instructing the warehouse to release the

Order and pack accordingly and getting updated to Transporter to Pick up .

**4. Material Import Data**

Coordinating with factory Import team to import the finished goods into stock books and Triggering to the

Demand planner to plan for the requirements.

**5. Reverse and Rebilling**

Raising Reverse orders and rebilling the same to the customers as per the Customer Requirement with

the authorized approvals from the sales persons.

**EDUCATION**

* MBA (Finance) from Pondicherry University Christ College, in the year 2008.
* B.com from Bangalore University BES College, in the year 2004
* PUC from Pre university Board Karnataka VV puram College in the year 2001
* SSLC from KSEEB, Karnataka in the year 1999.

**PERSONAL INFORMATION**

Date of Birth : March 03, 1983

Father Name : Late K.Selvaraj.

Language known : English, Kannada, Hindi & Tamil

Nationality : Indian

Present Address : No. 718, 12th Main Road, BHEL Layout Extension, Pattanagere, Rajarajeshwari Nagar, Bangalore- 560098