**1. Forename(s) or given name: Kailash Chand**

**Surname: Sharma**

**Home address**: H no: 1331, Rajiv Gandhi Colony, Bhatia Choraya, Ratanada, Jodhpur

**Telephone** (cellular): +91 8078664522

**May we use this**? Yes

**E-mail: Kailash\_rsp@yahooo.com**

**2. Education**

**General education** (schools from age 16)

|  |  |  |
| --- | --- | --- |
| **Name and address of school** | **From/to** | **Qualifications obtained (level and grade)** |
| St. Johns Secondary School, Ratanada, Jodhpur – 342001 Rajasthan, India | 1988 to 1993 | *Secondary Level* |

**Further/higher education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of college/university** | **From/to** | **Full-/part-time** | **Qualifications obtained** |
| Shri Maheswari Sr. Secondary school, Shiwanchi Gate, Jodhpur – 342001, Rajasthan, India | 1994 to 1996 | Full Time | *Secured 60.10%*  |
| Jai Narain Vyas University Jodhpur, Rajasthan, India. | 1997 to 2001 | Full Time | *Completed Graduations* *B.Com* |
| JNU Jodhpur – 342001  | 2011 to 2013 | Distance Learning | MBA - Finance |
|  |  |  |  |

**3. Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

1. **Have Attended the training for Dangerous Good’s from DGFT New Delhi**

**4. Membership of technical or professional bodies - No**

**5. Present and previous occupations**

**Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.**

|  |  |  |
| --- | --- | --- |
| **Employer's name and address (please start with Current most recent)** | **From/to(month/year)** | **Position held including brief description of your duties** |
| **G K Industries, 17E 786, CHB, Jodhpur – 342001** | March 2019 to till date | **Currently Working as Business Manager** * Directing Optimizing and coordinating Business Operations P&L Business Expansion tender bidding day to day Operations Knowledge Transfer, Organizational Communications. All MIS & dashboards for all business lines.
* Procurement, Purchases, P&L, System & Processes, Industrial Relations, Recruitment through Naukri, Indeed, Induction, Employee Welfare, Back Office, Statutory Compliances, General Administration, Union Contract Labour Management, Cost Optimization, B2B/ Distribution Sales.
* Research & Analysis Urban Traffic Safety viz. pedestrian and vehicular safety. Regular Inspection of Vehicles & Planning of material & Operations with Capacity Planning.
* Purchases, Procurement management, General Administration, Statutory compliances, Grievances of employees.
* Collections & Credit Recoveries, Support industry verticals in developing and shaping specific solutions for clients. Strong Relationship with Stakeholder’s.
* Handling Transporters, Vendor’s & Arrangements of Trucks as per dispatch plan, Ensure Loading the vehicles
* Ensuring dispatch trucks with all documents required. i.e invoice, drivers check sheet LR, E/way bill, Visual inspection.
* Handling Key Accounts, P&L Evaluating Sales supply & distribution for pneumatics, hydraulics, abrasives, Industrial Maintenance, Repairs, overall MRO Products.
 |
| **D K Logistics – 25 Gulab Bhawan, Jalori Gate, Jodhpur – 342001, Rajasthan, India** | Jan – 2017 to Feb - 2019 | **Positions Held : Business Partner*** Heading of Sales, Marketing CS & Communications, Franchising, Business Development, Developing Network, Branch Strategy, MIS, Dashboard for all business lines.
* Maintaining Relations, Contracts, Digital Marketing, Social Media, Oversee Supply Chain
* Recruiting through Naukri.com; Indeed.com; LinkedIn, Knowledge Management, Organizational communication.
* Maintaining Positive client relationships and driving new Acquisitions.
* Developing & Implementing Organizational goals, procedures, and policies.
* Consulting & cooperating with other executive Members & Employees.
* P&L Managing Monitoring and reviewing business Operations, Vendors Compliances,
* Identifying improvements gaps and implementing corrective measures.
* Reviewing and overseeing all financial activities, performance, and documentation.
* Overseeing hiring activities and approving contracts.
* Handling Potential Clients Key Customers, Planning & Strategy looking for Commercial’s
* Business Responsibility for Air/Sea/Rail/Road Freight B2B, B2C, FTL, PTL, RFQ, RFT, RFP
* Managing Multi Stake Holder’s, Managing Assets, and Revenue & Collections Responsibility strict Adherence to SOP’s standard Distributions.
* Cost Analysis, Internal Audit Conducted on relevant heads, and Liasoining with Government Official’s.
* Corrective steps taken with proper business developments in Air/Ocean imports/Exports & Through Channel Sales.
* Participating in the International Export Fairs, Trade Shows and Various Numbers of Platforms organized by the Tourism Department.
* Client Grievances, Planning Strategy, Distribution/Delivery Efficiency of Etail/Ecommerce, First Mile & last mile
 |
| **Amrit SeAir Express Pvt. Ltd. Ashram Road, Ahmedabad, India**.  | Sept 2014 to Dec 2016 | **Positions Held : Sr. Manager**Sales Operations planning Strategy, RFQ,RFP,RFO/Tender Management, Build & Execute Social Media Strategy through research, benchmarking, messaging and audience identification, Conducting Interviews. Liasioning with Customs, RTO, Government Official’s, Co-ordinate with consolidator’s shipments in consolidation. P&L Accountability, developing annual budgets, Operating plans to support the programs, FTL, PTL, & ODC handling team managing DSR, from sales, working thru channels sales, agents, franchisee’s, relationship with key account’s & targeting new prospects thru sales team, rate finalization, negotiating, Office Administration & facilities, MIS, internal & external stake holders & Cost Analytical/factual reports thru ERP, Credit Control, Billing & Invoicing,  |
| **Blue Dart Express Ltd. Jasola, New Delhi**  | May 2012 to Aug 2014 | **Positions Held : Area Head**Area Operations, Sales & Team Handling 8 delivery centre’s, Pickup delivery Associates, headcount of 100 + Personnel handling franchisee, FTL/PTL/ODC cargo, Outsourcing services thru Vendor Development, Profit & Lost Fulfillment Centre & achieving profitability through cost optimization. Handling Cold Chain Deliveries, Examination Papers, Recruitment, Induction, Internal & external Stake holders, Capacity Planning, High Value Deliveries, Audit Operations, Working as per ISO Audit requirements, Putting RFQ,RFP, Negotiation, Rate Finalization, B2B B2C Business. Commercial Management, Asset Management, Vendor Management & Development, Delivery & distribution process. First Mile & Last Mile Deliveries |
| **First Flight Couriers Ltd.** **Vaishali Nagar, Jaipur** | Nov 2008 to April 2012 |  **Positions Held : Assistant Branch Manager**Handling a Headcount team of 150 + personnel’s with Franchisee’s of Rajasthan Region. Adhering to SOP’s conducting Interviews, Responsible for P&L of the Region with a monthly revenue with INR 12 Million, RFQ pricing, Negotiation, Rate Finalization. Managing SCM for HUB/Warehouse Operations, Capacity Planning, Liasoining, Transportation line hauls connectivity. AIR/SURFACE/RAIL/ROAD movements. Adherence of SOP’s, Ecommerce First Mile & Last Mile Delivery. SLA’s, KRA’s KPI’s, Branch Security, FTL/PTL & Over dimension cargo, Network Vehicles, Handling Internal & External Stake Holders.  |
| **PAFEX - Federal Express India Pvt. Ltd. East of Kailash New Delhi**  |  | **Positions Held : Account Officer**Providing Quotes - RFQ, RPI, Generating Business with the Help of Vendor’s & Carrier Evaluation (Quarterly Basis) Negotiating Rates with Shipping Lines & Communicating with Overseas Office for DDU,DDP Shipments, Managing Delivery, Distributions, Updating Database personal file updation, Maintanance repairs of office infrastructure, procurement purchase & inventory management at Location,  |
|  |  |  |
|  |  |  |

* 1. **Language skills, including sign language**

**6.1 Reading skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
| Hindi | yes |  |  |  |
| English | yes |  |  |  |
|  |  |  |  |  |

**6.2. Writing skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
| Hindi | Yes |  |  |  |
| English | Yes |  |  |  |
|  |  |  |  |  |

**6.3. Verbal skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
| Hindi  | yes |  |  |  |
| English | yes |  |  |  |
|  |  |  |  |  |

**7. Computer literacy**

**Please indicate your computer knowledge stating all the software programmes you are confident using.**

* Knowledge of Microsoft Office, Excel, Power Point & Mail Communications, Internet Application.
* OFT (E-Commerce Customer Order’s Fulfillment Software)
* Sales Force (Order Confirming, Order Tracking GRN Process)
* Microsoft AX 2012(ERP Processing)

**8. Please explain how you meet the employment specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.**

I ‘am an experienced Professional handled BRANCH/HUB/REGIONALOffices with Looking for Operations in the reputed courier/logistics/cargo companies, I have handled the Delivery/pickups staff's with Strategic Planning, Vendor Development Management Planning, I have also generated Sales through Social Media & Digital Marketing, I’am very much Active on the Social Media My Core experience involves People Management, Supply Chain, Transportation, Operations, International Freight AIR/SEA, P&L, and Budgeting etc. in the Previous Organizations of Repute.

Directing day-to-day sales, logistical operations, staff recruitment / training functions, and customer relationship management in consecutive and progressively responsible for positions culminating in the role

Handled the Delivery/pickup Associates, Outsourcing Manpower, Franchisees, & Delivery/pickup Agents, very efficiently I have developed major Line-hauls in the Entire North Region connectivity & the Network Vehicles were co-ordinate & managed efficiently. I have been working with Banking & NBFC companies at the time of pursuing my Graduations 1997 to 2000 as selling 2 Wheeler, LAP & Salary Accounts, Having good knowledge in General/Personal/Retail Banking, Financial Management, Business awareness.

I have done my MBA from Finance & Marketing Stream from Jodhpur University & have developed Service Level Product centric promotional campaign's in previous companies of repute.

Made number of Recruitment's, hired and trained many Logistics, Cargo, Sales marketing, SCM specialist's in my career.

I have represented my State Rajasthan & University in the National Championship number of times, I ‘am also participating in some social works for helping Physical Handicap's in providing them Artificial Material's for their support.

**9. Supplementary information**

**What is your preferred reading medium? Please circle**:

**Ordinary print**/**digital format (Both)**

**10. If you were short listed for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**No Sir**

**11. Have you ever been convicted of a criminal offence? - No Sir**

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name: **Mr. Gaurav Bhargava**

Position: Director

Address: 17E 786, CHB, Jodhpur - 342001

Telephone number: +91 9982808080

E-mail: industries.gk@rediffmail.com;

What is your connection with this referee? Current Company Reporting Boss

May we approach this referee prior to interview? Yes Plz

**B.** Name: **Mr. Manoj Kumar Yadav**

Position: Director

Address: Feedback Infra, Bhiwadi, Rajasthan

Telephone number: +91 9549340999

E-mail: manoj\_yadav138015@yahoo.in

What is your connection with this referee? Previous Boss

May we approach this referee prior to interview? yes

**C.** Name: **Mr. Rakesh Jalani**

Position: Accounts Officer

Address: Defence Labaratory, DRDO, Jodhpur – 342001, Rajasthan India

Telephone number: +91 9461006901

E-mail: rakeshjalani08@gmail.com

What is your connection with this referee? Friend

May we approach this referee prior to interview? Yes

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**

Kailash Chand Sharma 20/05/2020