

C 23, Turner Road,
Dehradun
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PROFESSIONAL BACKGROUND

Around 28 years of experience in charge of all commercial activities, day to day functions and activities for manufacturing plant operations, Purchase, Store, Warehouse, Stock & Godown, Inventory, Supply Chain & Logistics Management.

Since July 2018 working with **Herbs De Olivia** Dehradun as a **Assistant Manager-Plant Job Profile**

- Organizing and managing day-to-day activities for plant operations.
- Coordinate with management for resolving plant issues in a timely manner.
- Ensure that the work gets done as per the priority within the framed budget by maintaining the quality standards and delivering the products on the given deadline.
- Ensure materials, supplies and equipment is readily and continuously available for workers to carryout production process.
- Implement cost reduction initiatives to minimize plant expenditures.
- Ensures that products, inventory, parts move from one place to another efficiently and cost-effectively.
- Plan, control and implement the storage and flow of products, materials, information or services.

Since October 2012 to June 2018 worked with **Verve Human Care Laboratories** Dehradun as a **Manager-Commercial.**

Job Profile

- Dealing with manufacturers and vendors in ensuring that the products are purchased as standard by WHO-GMP guidelines.
- Negotiates for the best possible prices with suppliers, manufacturers and vendors.
- Management of receipts, and ensuring that goods are stored according to the company's procurement policies and guidelines.
- Monitoring the level of stock available to the company.
- Ensures that the company neither under stocks nor over stocks the products.

Since Dec 2008 to Sep 2012 worked with **Rx Healthcare Ltd.** Delhi as a **Officer-Commercial & Administration.**

Job Profile

- Conduct market research and analysis including creation of detailed business plans.
- Understand existing customer relationships and their requirements to ensure they are being met.
- Monitor performance of commercial activities, reporting results to senior management.
- Analysis and accurately forecast sales and stock requirement and coordinate with supplychain for the same.
- Managing & Coordination with entire sales team for order generation and payment followup.
- Handle customer queries and requirements in a timely and affective manner.

Since June 1997 to Dec 2008 worked with **Medicare Products Inc.** Delhi
as a **Executive-Commercial.**

Job Profile

- Inventory management, maintaining ledger (Items, Groups of Company, Customer, Suppliers, and Sales Teams), transactions (Sales, Purchase, Sales Return, Purchase Return, CN, DN).
- Focus on channels like modern trade to build distribution, visibility and volumes.
- Independently handling correspondence and maintaining office records.
- Daily leads pick up from DSR of each sales person and tracking conversions and maintaining records.
- Issue and review quotation.
- Maintaining customer contact particulars.
- Reporting systems and established effective sales administrative systems.

ACADEMIA

- MBA from IGNOU.
- Specialization of RUSS from BHU, Varansi, U.P.
- Diploma in Computer in Financial Accounting from Suneha Institute, Delhi.
- P.G. from BHU, Varansi, U.P.
- Graduation from D.D.U. University, Gorakhpur, U.P.

PERSONAL DETAILS

- Father's Name : Shri O.P.Srivastava
- Date of Birth : 25 Feb 1973
- Marital Status : Married
- Mobile : 9899729496

DECLARATION

All the above information is true and correct to the best of my knowledge.

Niraj Srivastava