



SURESH B. MORE

Mailing Address: - Shivdarshan Apartment, Block No.04, Nooribaba Darga Road, Chandanwadi, Thane (W)-400602

Date of Birth: 02 Dec, 1969 **Gender:** Male, Married

Contact: Mobile: - 9969166796 /9819024081

Email: suresh4081@yahoo.com

Total Years of Experience: 14 Years

Role: - **Sales Admin-Coordinator, Operation and Commercial, Warehouse Distribution & MIS Executive**

Industry: Manufacturing- Chemicals /Pharmaceutical –API, Formulation, Healthcare, FMCG, Food & Beverage, Consumer Durables.

Functional Area: Sales Administration- Coordination / Sales Support / Commercial –Accounts / Purchase / Sales Distribution & Warehouse, Inventory Distribution / Business Development / B2B Business / Supply Chain Management.

Location: Mumbai, Navi Mumbai, Thane, Pune.

Education: - **B.Com (Commerce) from Mumbai University in 1995.** (Correspondence)
B.Com.1995 II class in Accountancy, Business Communication & Computer Management, and Govt. Diploma GCD-1992,

IT Skills: - Computer Operating- MS-Office, Word, Excel- VLOOKUP, Pivot Table, Formulas, PowerPoint, Account Package -Tally, Fact-12.01, ERP Software – SAP-MM/SD, MS Navision-2009/2013.

Key Skills and Experience

Sales Admin & Coordinator & Distribution, Warehouse Management, Commercial- Finance & Account Dept. Also Mfg. Account in well-known Pharma / Healthcare / Lifesciences / FMCG & Chemicals Sectors.

Interaction with customers/Institutional Dept and Send Product Price Quotation, Proforma Invoice to the Customer & Verifying Purchase order for Product Prices, Quantities, Sales Tax, and Excise Duty etc. Prepare text files for supply order execution to the factory/Depot to process the Order and Co-ordinate with Logistic & Distribution department to make product dispatch within stipulate time. CFA Claims process and Payment Follow up, C form H form follow up, ARE-3, ARE-1 Process, CT-1, CT-3 Process, Debtors Management, Sales Accounting –Ledger scrutiny, Bank Receipt/ Payment, EMD/LC follow-up. Making Credit note/Debit Note for Sales return/ replacement & adjustment, Internal Audit – Stock checking Warehouse/Depot / Distributor Level. Primary vs Secondary sales MIS reports, Sales Teams Incentive process, Distributors Sales incentive/ scheme process. **Institution Dept-** submitting Online Tenders, sending EOI-(Expresson of interest) to clients, Preparing budgetary quotations, Queries for Pre-Bid meeting & evaluation,Tender document preparation according to SOP, Price Piriation & cost sheet, Maintain Tracker of Incoming tender enquiry as per due date, Arrange/request to finance for EMD/ FDR/DD & track details to refund.

Warehouse /CNF /Depot- Preparing/ raised invoice to customers against their orders. STN to Depot to Depot, Ensuring proper account keeping of Customer Inventory Management, Stock Inventory Inward-Outward records Inspect the Level of Business supplies & Identify shortages, Ensure product availability for Distribution.

Key Skills & Profile:-

[1] Sales Administration - Coordination & Commercial/MIS:

- 1] Interaction with customers/Distributors & Institutional B2B Business, Customer Support and Send Product Price Quotation, Proforma Invoice to the Customer & Verifying Purchase order for Product Prices, Quantities, Sales Tax, and Excise Duty etc. Prepare text files for supply order execution to the factory/Depot warehouse to process the Order and Co-ordinate with Logistic & Distribution department to make product dispatch within stipulate time. Forward Dispatch details- LR/Invoice copy to customers/ Sales people. CFA Claims process and Follow up- Payment, C / H /I form follow up, Debtors Management, Sales Accounting –Ledger scrutiny, Bank Receipt/ Payment, EMD/LC follow-up. Making Credit note/Debit Note for Sales return/ replacement & adjustment, Internal Audit – Stock checking Warehouse/Depot / Distributor Level. MIS Reporting Daily sales, Weekly sales, Monthly- Target vs Achievement, Zone wise sales, Area sales. Other jobs as may be assigned from time-to-time to achieve the Division Objectives. Make scheme and any other circular and circulate to all field force. Sending Samples, Pre-shipment and Post shipment documents to customers. Co-ordination with various in-house departments such as Production, Logistics for timely processing of samples for approval Processing export/ Local orders and internal system regularly. Actively involved in the entire process of preparation of Marketing Budget. Monitoring the monthly Sales & in-depth analysis / generating reports for Management.
- 2] Handling Local Transport & Logistics, Client Interaction, Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement. Invoicing & Branch Accounting, Claim Processing. Office Admin & Statutory Compliances.
- 3] Controls inventory levels by conducting physical counts & reconciling with data storage system, keep Stock Inventory track records & stocks status, stores ledgers, stock statement & weekend Checked, Inventory forecast for quarterly, Enhancement of warehouse productivity norms, safety norms etc.,
- 4] Making Credit/Debit note for Sales return, replacement & Damages. Make MIS & Analysis Report & submit to Management level
- 5] **Institution Dept-** submitting Online Tenders Bidding, sending EOI-(Expression of interest) to clients, Preparing budgetary quotations, Queries for Pre-Bid meeting & evaluation, Tender document preparation according to SOP, Price Preparation & cost sheet, Maintain Tracker of Incoming tender enquiry as per due date, Arrange/request to finance for EMD/ FDR/DD & track details to refund. Follow-up /Coordinate with QA & Regulatory Dept. for FDA related documents.

[2] Sales Field Administration & Coordination:

Field staff Daily reports on web portal, mobile app, Tour plan, Attendance, Leave Management, stationary, Tours & traveling Expenses claims, detailing bags, Samples, etc., as per the business requirements. Verify and audit expenses claim /Sales Incentive, promotional expenses processing. New joining & exit process. Preparing Salary for field staff & internal staff, maintain staff leave/ Existing-resigned staff records, & FNF.

[3] In Analysis and MIS Reporting

- 1] To assist VP Marketing /Division SBU Head/Managers –Business analysis for overall sales data, Target vs Achievement, actual sales performance, product performance, channel performance, discount /margins approval's, sales MIS. Interact with sales channels/ Distributors/ field manager for service actions. Management of annual sales projection and sales forecasting. Track performance of new products / New/ Existing customers. Sales analysis and representation in excel and power point. To coordinate with Marketing, Sales and Supply Chain Department for Price Registration, Price updating and other related work. To support the Product Marketing Members in registering Special Prices & housekeeping of the database,
- 2] To Collect primary sales data & secondary sales data from respective Regional Sales Managers on a weekly/ monthly basis and compare it with the budgetary figures. Also, updating the list of stockiest on a regular basis
- 3] Preparing Primary report on a monthly or quarterly basis which captures the comparison between month wise growths in sales **vs.** the budget HQ wise, Achievement in sales in various zones & comparison between them, inventory liquidation plan and Debtors statement etc.
- 4] Preparing secondary sales reports which capture performance of ASM's quarter wise & also the brand performance. Preparing & presenting the product sales reports after collection & evaluation of data from various sources.

[4] Warehouse/CFA Management:

- 1] Preparing/ raised invoice to customers against their orders. Ensuring proper account keeping of Customer Inventory Management, Stock Inventory Inward-Outward records Inspect the Level of Business supplies & Identify shortages, Ensure product availability for Distribution. Transport/Logistic coordination, Supervision on floor staff & activities.
- 2] Day to day planning according to schedule of Order Processing to various C&F location, Distributors and Customers. Responsibility for Timely & accurate functioning of warehouse & distribution system

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Including Receiving, Stocking, Picking, Shipping and delivery of product and services by Coordinating with warehouse Staff to ensure proper working orders. And other channel Partners. Maintain accurate physical Inventory, Weekly – Monthly basis.

- 3] Handling Local Transport & Logistics, Client Interaction, Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement. Invoicing & Branch Accounting, Transport Claim Processing. Office Admin & Statutory Compliances.
- 4] Controls inventory levels by conducting physical counts & reconciling with data storage system, keep Stock Inventory track records & stocks status, stores ledgers, stock statement & weekend Checked, Enhancement of warehouse productivity norms, safety norms etc.,
- 5] Making Credit/Debit note for Sales return, replacement & Damages. Make MIS & Analysis Report & submit to Management level.

[5] Account Department - Account Assist:

- 1] Daily local & Out Area bills accounting, Stock Transfer, Maintain monthly stock Statement
- 2] Daily Cash & Bank Receipt / Petty Cash Payment voucher entry. Maintain Party ledger & Purchase Register,
- 3] Daily Purchase & Sales Inventory / and Monthly TDS & Sales Tax. Making Sales Outstanding Statement & Follow-up. And Daily Expenses Entry - Sales Executives T.A. Bills, Admin Exp., Sales Exp. Mfg. Exp.
- 4] Monthly Account, Bank Reconciliation, Operating Statement and Contribution by Individual sales Executives and area, And Profit & Loss A/C for Costing Purpose
- 5] Preparing Salary Statement (Wages, Staff & Sales Executives)

Current Company: Fresenius Kabi India Pvt Ltd (Innovsource -3rd Party)
Designation: Sales Administration & Coordinator. (On Contract Level)
Duration: May 2016 to Till Date

Previous Company: FERMENTA BIOTECH LTD (API & Formulation)
Designation: Sales Administration – Coordinator & Commercial, MIS Executive.
Duration: APR' 2011 to OCT'2015

Previous Company: RANBAXY LAB LTD. (Third Party - All Services)
Designation: SALES CO-ORDINATOR & Sales Admin Executive
Duration: May 2010- Mar 2011

Previous Company: INNOVA LIFESCIENCES PVT. LTD.
Designation: EXECUTIVE –SALES, ADMIN.
Duration: Oct' 2008 to Apr'2010

Previous Company: KHANDELWAL LABS PVT.LTD.
Designation: SALES ADMIN EXECUTIVE
Duration: Nov 2005 to Oct `2008

Previous Company: JOHNSON & JOHNSON LTD. (On Contract Basis)
Designation: WAREHOUSE EXECUTIVE & SALES & DISTRIBUTION
Duration: May 2001 to Oct 2005

Previous Company: HONAVAR ELECTRODES LTD
Designation: ACCOUNT ASSIT & EDP ASSIT
Duration: Oct 1997 to Apr 2001

Thanking You,
Yours truly,

SURESH B. MORE.