

Pramod Sharma

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SUMMARY

I am a result-oriented professional with over 12+ years of experience in Supply Chain Management, specializing in purchase and warehouse for the pharmaceutical industry. Throughout my career, I have demonstrated a strong track record of improving vendor relationships, increasing supply chain efficiency, and reducing materials budgets.

I possess in-depth knowledge of purchasing various **packaging materials such as mono cartons, corrugated boxes, foils, HDPE/LDPE/acrylic products, PET bottles, vials, ampoules, rubber stoppers, aluminum seals, tubes, PVC/PVDC, tapes, and shrink wraps** etc.

Beside this experience in **warehouse operation**, and process improvement to streamline operations. Excel in communication, leadership, and problem-solving, ensuring smooth warehouse operations and team cohesion.

SKILLS

SAP	Digital Literacy	Planning
Tally	Adaptability	Time Management
MS-Excel	Team Enthusiast	Strong Leadership
MS-PowerPoint	Team Building	Teamwork
MS-Outlook	Solution Oriented	Relationship Building
CorelDraw	Data Analytics	Analytical Thinking

EDUCATION

Bachelor of Computer Application

Maharshi Dayanand University • Rohtak • 2013

MBA in Supply Chain Management

Jaipur National University • Jaipur • 2016

EXPERIENCE

Multani Pharmaceuticals Limited

Deputy Manager - Purchase

Sep-23 to Oct-24.

- Administering the entire **procurement /warehouse** process on end -to-end basis i.e. received **packaging material/Gift/Stationery/Promotion/Excipients** indent from plant and marketing Team for commercial, conducted rate negotiation and finalization, made purchase orders in system and shared the same with vendors and followed-up till the item collected in the warehouse.
- Daily coordination with teams for inwards and stocks.
- **Analyzing Data** to identify trends, patterns and areas for improvement in process.
- Evaluating alternative sources and driving strategic sourcing through supplier negotiation which leads to **1-2 CR saving** per annum.
- Monitoring of prices and re-negotiating prices wherever possible to bring the cost down.
- Increasing valuable supplier base while negotiating optimal cost and ensuring timely delivery of quality products.
- Coordination with **S. C. M. H. O. D.** regularly for timely material delivery.

Metro Infrasys Pvt. Ltd.

Assistant Manager

Dec-22 to Aug-23.

- Overseeing daily warehouse activities, including receiving, storage, and shipping of goods.
- Managing stock levels, ensuring accuracy, and coordinating inventory control procedures.
- Maintaining accurate records of warehouse transactions, inventory levels, and other relevant data.
- Procurement planning as per need of projects and timely delivery of the Projects.
- Researched and compare vendor prices to make informed financial decisions.
- Regularly follow up with transporters for material availability at sites.

Maxcure Nutravedics Ltd.

Assistant Manager - Purchase

Jun-20 to Nov-22.

- Led approx. **100 CR per annum procurement out of which approx. 2-3 CR saving.**
- Obtained quotes from various suppliers to determine most cost-effective purchasing options.
- Coordination with **S. C. M.** team regularly for timely material delivery.
- Maintained appropriate inventory levels to meet personnel and corporate needs.
- Negotiated contracts with outside providers to minimize costs to company and customers.
- Maintained information database related to products and service availability, supplier capabilities and lead times.

- Facilitated streamlined purchasing and resource availability through monitoring and oversight of company inventory.
- Identified systematic problems and root causes to resolve issues and improve service delivery.
- Identified dead inventory and created solutions for excess liquidation through creative inventory management solutions.
- Located vendors of materials, equipment or supplies to conduct interviews, determining product availability and terms of purchase.
- Analyzed market and delivery systems to determine present and future material availability.

Pure & Cure Healthcare Pvt. Ltd.
Purchase Executive
April-15 to Oct-19.

- Monitored goods received to verify proper timing, quality, quantity and delivery to proper sites.
- Source new vendors for purchasing needs.
- Verified purchase requisitions by comparing items requested to master list.
- Follow-up of material as per plant requirement and timely delivery of goods.
- Processed and created documents for purchase orders and change orders.
- Analyzed open purchase order reports and communicated information to buyers and vendors.
- Communicated with suppliers regarding order confirmation and status.
- Entered new purchases into SAP to keep records updated.

Ceragem India Pvt. Ltd.
Logistic Executive
June-14 to Mar-15.

- Managed logistical operations and handled supply chain, inventory maintenance and distribution, contract negotiations and acquisitions.
- Updated internal tracking and reporting systems throughout shift to maintain accuracy in purchase/sales data.
- Handled and prioritized high call volumes and customer inquiries.
- Performed holistic analysis of logistical operations to identify and resolve areas of inefficiency.

Relaxo Footwear Ltd.
(On 3rd Party Payroll)
Assistant
June-13 to June-14.

- Served as contact person and source of information to maintain good communication with internal team.
- Gathered and sorted data for inclusion in reports and files.
- Executed record filing systems to improve document management and organization.
- Processed invoice payments and recorded information in account database.
- Managed all payments processing, invoicing and collections tasks.

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