

# Pankaj Sharma

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DOB: 12<sup>th</sup> March 1992

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## Professional Snapshot

- A dynamic professional having 9+ years of industry experience with **Union Roadways Corporation** and **Agarwal Packers & Movers Ltd.**
- Exposure in Logistics / Network Administration operations for elite companies, Detail-oriented logistics specialist with vast experience. Seeking to improve the logistical processes by using strong expertise in supply chain operations.

## Work Experience (Total 9+ Years)

### Present Organization:

<b>Organization:</b>	<b>Union Roadways Corporation</b>	<b>Tenure:</b>	01/01/2018 to continue
<b>Designation:</b>	Business Development Manager, Branch Manager	<b>Business Unit:</b>	Jaipur, Bhubaneshwar, Pune,Kota,Udaipur,Raipur,Mumbai, Indore
<b>Organization Profile</b>	<ul style="list-style-type: none"><li>• Union Roadways Corporation is India's top ranking transport organization with over 50 years of dedicated service to the nation. Established in 1967. This organization has grown rapidly with a firm determination to render efficient integrated service to the customer and the nation with effective systems and excellence in service standards for profitable growth</li></ul>		
<b>Portfolios/ Customer Managed:</b>	<ul style="list-style-type: none"><li>• Adani Wilmar Ltd</li><li>• Ruchi Soya Ltd</li><li>• Reliance Industries Ltd</li><li>• Coromandel International Ltd</li><li>• Chambal Fertilizer Ltd</li><li>• Patanjali Parivahan Limited</li><li>• DCM Ltd</li><li>• Exide Battery Ltd</li><li>• BSNL Ltd</li><li>• ITC Ltd</li><li>• ITD Ltd</li><li>• Jindal industries</li><li>• Sterlite power transmission ltd</li><li>• Aditya Birla Ltd</li><li>• Tata Power</li><li>• Ashirvad Pipes Ltd</li><li>• SAIL Ltd etc.</li></ul>		
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Responsible for creating business relation with over 50 Clients throughout the India</li><li>• Sole management for preparing Quotation, creation of Invoices and receipt of the payments for the designated clients of the organization in coordination with Accounts team</li><li>• Handling end to end booking /orders including coordination for Logistics support, dispatch of materials</li><li>• Responsible for Customer Interfacing including Commercial Negotiation</li><li>• Travelling throughout the country for existing client support and development of new clients</li></ul>		
<b>Key Achievements:</b>	<ul style="list-style-type: none"><li>• Received appreciation from Management for expanding business relation with new clients and timely resolution of the queries</li></ul>		

### Past Organization:

<b>Organization:</b>	<b>Agarwal Packers and Movers Ltd.</b>	<b>Tenure:</b>	14/03/2017 to 30/12/2017
<b>Designation:</b>	Traffic In charge	<b>Business Unit:</b>	Jaipur Rajasthan

<b>Organization Profile</b>	<ul style="list-style-type: none"> <li>Agarwal Packers and Movers Ltd is a globally recognized logistics company operating since 1987 and is recognized for imparting excellent services in packing and moving segments. We have designed our services proficiently to meet the maximum customer satisfaction and rendered them in such a way that comes out high on the expectations of our clients.</li> </ul>
<b>Portfolio/ Customer Managed:</b>	<ul style="list-style-type: none"> <li>Dynamic Electronic Ltd</li> <li>Normat Chemical Ltd</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>Handling end to end booking /orders including coordination for Logistics support, dispatch of materials</li> <li>Responsible for Customer Interfacing including Commercial Negotiation</li> <li>Responsible for payments collection and follow-up</li> <li>Preparation and presentation of various weekly/monthly MIS reports pertaining to logistic</li> <li>Worked as Subject Matter Expert for Customer Service portfolio to train new team members to ensure efficiency in logistic operations and meeting individual &amp; group targets</li> </ul>
<b>Key Achievements:</b>	<ul style="list-style-type: none"> <li>Well Versed Business and Personal Relations With clients on the behalf of transport Services .</li> </ul>

## **ACADEMIC PROJECTS**

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<b>Organization:</b>	<b>Tata International Ltd.</b>
<b>Project Title:</b>	Restaurant Billing System
<b>Key Deliverables/ Learning:</b>	<ul style="list-style-type: none"> <li>The project was dealt to avoid paper work in restaurants by switching over to computerized billing system of the restaurant items in an organized manner.</li> </ul>

<b>Organization :</b>	College Staff Management
<b>Project Title</b>	Staff Management System
	<ul style="list-style-type: none"> <li>The project was about the reduction of complexity of the employee management, updating records in the database and retrieving the database.</li> <li>Platform used for the project was sql as programming language and MYSQL and database</li> </ul>

## **Academic Qualification**

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- B.Tech in Information Technology from MD University Rohtak – in year 2013
- 12<sup>th</sup> from Haryana Board Secondary Education – in year 2009
- 10<sup>th</sup> from Haryana Board Secondary Education – in year 2007

## **Skills & Trainings**

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- Corporate Soft Skills with Good Communication Skills, interpersonal skills, change management, business etiquette, effective presentations
- Supply Chain Management
- Contract rate Negotiations
- Team Management
- Grievance and its Resolution
- Profitability Planning and Execution
- Onboarding fleet owners
- Customer Relationship
- Good IT skills with command over PPT and MS Excel

## **Extracurricular Activities/ Special Achievements**

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- Awarded 1st rank in Inter School level Sports and Cricket Championship.
- I actively participated in IBM Ingenious Inter College Tech Fest Competition.
- Involved in various cultural activities held at School and College level.
- Participated in cricket and badminton tournaments held at school and college level.

## **Hobbies / Interests**

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- Sports like Cricket, Badminton, Table Tennis
- Internet surfing for upgrading Knowledge and new innovative Ideas

## **Personal Dossier**

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Date of Birth : 12<sup>th</sup> March 1992

Father's Name :

Language Known : Hindi and English

Communication Address :

Contact Number :

**Date :**

**Pankaj Sharma**

**Place :**