**MANPREET SINGH**

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**JOB OBJECTIVE**

Seeking senior level assignments in Supply Chain Management / Contract Management / Export– Import Documentation with an organization of high repute Industry Preference: Trading, Manufacturing, Oil & Gas

**PROFILE SUMMARY**

**Supply Chain Management Contract Management Export – Import Documentation**

**Trading (Metals – Ferrous & Non-Ferrous) Documentation Logistics Operations**

* Proficient at carrying out import &export operations with standard knowledge of the Government policies & regulations for maximizing revenue and minimizing cost
* Gained knowledge of Export, Logistics and Contracting Procedures
* Adept in implementing cost saving measures to achieve reduction in terms of raw materials, procurement and logistics cost
* Expertise in handling receipts & dispatches of finished goods, random checking of the consignment before dispatches and coordinating with customers / sales personnel / transporters for ensuring smooth operations
* An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities
* Bar Code/Checking Document
* Vendor List as per the item list
* Drawing Documents as per revision
* Machine Documents as per the Purchase & A.M.C

**AREAS OF EXPOSURE**

**Supply Chain Management**

* Ensuring availability and delivery of right quality materials at the right time, price and terms; devising efficient logistics management system to ensure delivery of the goods / shipments as per committed timelines and cost
* Establishing the rate contracts with clearing & forwarding agencies for clearing and forwarding imported shipments

**Import & Export Documentation**

* Managing export / import related activities such as import/export documentation, timely delivery, documents to customs and bank, etc
* Liaising with Government and other Indian / Overseas Trade Bodies, Shipping Companies and other External Agencies for various clearances / approvals

**Contracts Administration & Management**

* Interpreting contractual obligations & rights and evaluating technical / financial problems for reporting the same to the department / management
* Evaluating contracting works, handling negotiation, award & review of contracts as per contract regimes and administering contract agreement between employer and contractor.

**WORK EXPERIENCE**

* Working with **Asian Intelligence** (March 2018)

Inventory of the Plant, MRN, GRN as well as debit & credit notes Facilitating preparation of Wastage report as per consumption of raw material, semi-finished & finished goods while.

Developing long-term partnerships with local & foreign suppliers, managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms; spearheading import substitution initiatives.

* Worked with **Nihon Shien Projects Pvt** Ltd as Manager Purchase (June 2016-March2018)

Inventory of the Plant, MRN, GRN as well as debit & credit notes Facilitating preparation of Wastage report as per consumption of raw material, semi-finished & finished goods while

* Worked with **Bemco** in Documentation as a In charge ( Store/ Admin) (15.9.2011-2016)

Experience in Import/ Export Procurement and obtaining liaison from government& along with all documents required. Purchase Department; maintaining bin cards and comparing with physical stock Liaising and coordinating with Accounts Department for purchase bills, timely payments and rejection data

* Worked with **Accurate Logistic** (HMEL) in Documentation as a Sr. Officer (14.12.2010-1.9.2011)

Experience in Import/ Export Procurement and obtaining liaison from government& along with all documents required. Material issues. Documenting records of RGP/NRGP, material issues, closing stock, rejected material and highly consumable items. Inventory Updates, Maintaining GNR

**EDUCATION**

* Bachelor of Business Administration
* Diploma in Instrumentation Tech.
* Diploma in SAP MM

**IT SKILLS**

* Conversant with MS Office ,& Internet Applications.

**PERSONAL DETAILS**

Date of Birth: 25th August, 1977.

Present Address: C /o T.S.Sodhi,37A,PlotNo.B 9/8,Srijian Appt.Sec-62.Noida-201307

Present Address: 37A,PlotNo.B 9/8, SrijianAppt.Sec-62.Noida-210307

Languages Known: English, Hindi, Punjabi

Location Preference: Delhi & NCR