










BASHISHT SHARMA

SAP Functional Lead , Coordinator

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 5th July 1984  S2087560

PROFILE

To contribute my knowledge and skills in my best possible way and works towards the goal and objective of the organization wherein I can education and experience for mutual growth and benefits. A keen interest in a position that also allows utilizing my inherit attitude, aptitude and skills in an environment that promotes continual upgrading of knowledge.

EDUCATION

Bachelor Degree

PROFESSIONAL EXPERIENCE

AI SAFEER GROUP OF COMPANIES, SAP Functional Lead, Coordinator January 2009 — present 1. Manage monthly order system for assigned/agreed principals and follow the Sharjah, order placement schedule as directed by the Sales or Division Manager. United Arab Emirates 2. Enter orders into the SAP purchase order system and place them monthly with the principal.

3. Coordinate inventory transfers with relevant departments.
4. Assist in monthly and yearly stock taking.
5. Assist the accounts department with data entry updates for invoices, stock, and costs into the system.
6. Prepare and supply monthly stock and sales reports to principals for their respective brands.
7. Provide monthly sales value results by principal to the Sales and Divisional Manager for respective business units.
8. Update stock levels available in the warehouse weekly and communicate the m to the sales force via the SAP system.

9. Prepare Stock Transfer Orders (STO) as required.
10. Handle telephone orders and enquiries for the consumer division, including their coordination and implementation.
11. Prepare monthly internal audit reports on inventory.
12. Manage invoice receiving and clearing.
13. Ensure goods received are undamaged.
14. Create Goods Receiving Notes for supplier payments.
15. Process Goods Return Vouchers for damaged items.
16. Manage internal stock transfers between branches using Internal Transfer Notes.
17. Check and rectify any barcode errors at the cash counter.
18. Maintain thorough product and stock knowledge, particularly of electronics items.
19. Regularly manage product displays, including during promotional events.
20. Monitor slow-moving items and adjust display strategies accordingly.
21. Handle all paperwork related to customer home delivery, complaints, repairs, Goods Return Vouchers (GRV), Local Purchase Orders (LP O), etc.

O LANGUAGES

English ● ● ● ● Hindi



Arabic



SKILLS

Key Skills

- LeadershipCoordination
- Communication
- Analysis
- Planning
- Problem-Solving
- Collaboration
- Organization
- Adaptability
- Documentation

* COMPUTER PROFICIENCY

Advance MS Office, MS Excel, vlookup, Pivot. internet Applications Table, formula and MS Word,

—SAP SD Modules & SAP WM (SAP ERP 6.0)

DECLARATION

I hereby certify that the information I have provided is accurate to the best of my knowledge and belief and that I have not concealed any information that could be used to determine whether or not I am a good fit for the position.

BASHISHT SHARMA
Sharjah