

Hemant Rawat

Contact

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📍 Mohan Nagar, Ghaziabad

Technical Proficiency

- SAP MM, Sales & Finance Module
- Salesforce – SFDC.
- Smart Docs.
- Inventory Scanning Software (e-Seal).
- E- Way Bill Creation.
- MS Office.

Core

- Dispatch Planning.
- Reverse Logistics.
- Order Punching.
- Handle bulk of orders in closing.
- Payment Adjustment
- Quick Learner.
- Ready for challenging task.
- Reduce Cost.
- Physical Verification (Audit) Ecommerce Warehouse

Education Background

- A.K.T.U
Masters Of Business Administration
Completed in 2021
- Chaudhary Charan Singh University
Master Of Commerce
Completed in 2017
- Chaudhary Charan Singh University
Bachelor of Commerce
Completed in 2015

About Me

Developing in Accounts and Finance, skilled in Data Management and Inventory Oversight. Proficient in Logistics, Procurement, and Record-keeping. Demonstrated record in optimizing operations, reducing costs, and enhancing performance within deadlines and budgets. Committed to driving continuous improvement in accounts and data management. Actively seeking challenging opportunities for professional growth.

Professional Experience

V-Guard Industries Limited | Commercial Department 2023– Present

In my current position, I provide operational support to the e-commerce business operations within the Northern region of India, managing various commercial activities.

Additionally, I conduct audits for Service Franchise operations and oversee inventory audits for both the central and e-commerce warehouses.

Key responsibilities:

- Complete onboarding form processes (CP & Vendors) with document verification.
- Handle sales order punching and payment settlement for E-commerce business.
- Manage return orders & PO creation in SAP.
- Managed provisioning for North India branches and the central warehouse.

V-Guard Industries Limited | Data Support 2021 – 2023

In my previous role in data support, I assisted marketing teams with their queries, generated sales reports, and managed tasks such as tracking finances, processing orders, and recording payments.

Key responsibilities:

- Assist Branch Head with report sharing
- Resolve queries from marketing team
- Track accounting data and process orders
- Sales reports
- Field executive check-in reports
- Punch sales orders via SAP as well as SFDC software
- Address SFDC-related queries
- Perform routine administrative duties
- Coordinate with marketing and commercial teams
- Coordinate BTL activities billing process with SCM team.
- Verify employee expenses.

V-Guard Industries Limited | Supply Chain Executive 2016 – 2021

Led comprehensive oversight of warehouse and inventory management, along with directing vehicle transport, distribution activities, and begun initiatives to reduce the overall cost base within the supply chain operations.

Key responsibilities:

- Worked closely with customers to improve operations and cut costs.
- Negotiated contracts to save money and boost efficiency.
- Provided accurate routing details for on-time deliveries.
- Coordinated various entities in the supply chain.
- Obtained transportation quotes and compared costs.
- Planned for reverse logistics, like sales returns and replacements.
- Developed strategic transportation plans for material dispatch