Mohammed Aslam Momin
Senior Executive Project Sales Administration | Gujarat, India

BASIC INFORMATION

Experience in: Logistic Industry
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CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **Logistic Industry.** I have a consistent record of delivering results-driven work with a proven ability to implement my projects in an organised manner, spanning **16+ years** of my successful career.

My expertise:- **Logistic Industry – Sales Administration, Warehouse Operations, Supply Chain Coordination, Inventory Management, Order & Dispatch Management, Dealer & Applicator Management, Sales Scheme Settlement, MIS Reporting & Data Analysis, Commercial Operations, Vendor Management & Negotiation, Budget Monitoring & Cost Control, Office & Facility Administration, Accounts Reconciliation, Business Operations Management.** I have in-depth knowledge of all the ethics of management. I possess effective communication skills and am a team player with strong organisational, Logical, and Problem-Solving Abilities.

I have extensive experience working with large-scale organisations, such as **Asian Paints Ltd., Gujarat & Rajasthan.** I am well-versed in skills including analysis, problem-solving, and coordination, which have contributed to my success and dedication. Strong influencing and negotiation skills coupled with a proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as a **Trainee** and risen myself as **Senior Executive** in a reputable company. I would like to see myself growing with the passing years of hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organisation's vision & objectives with sufficient ease and dedication to my job responsibility.

EXPERIENCE

2021 – Present | Asian Paints Ltd., Gujarat & Rajasthan | Senior Executive – Project Sales Administration
Responsibility:-

- Manage project sales administration and commercial operations across Gujarat and Rajasthan.
- Coordinate with sales, marketing, warehouse, production, and supply chain teams to ensure smooth business operations.
- Forecast sales-related material requirements and share demand forecasts with the Production Manager.
- Coordinate production schedules, material planning, stock availability, and timely warehouse replenishment.
- Monitor daily order receipt, processing, pending orders, and dispatch activities.
- Track order placement against service benchmarks and identify delays in order fulfilment.
- Coordinate with transporters for vehicle placement, transportation cost optimization, and timely material delivery.
- Manage warehouse operations with an average monthly stock of 2,500+ KL and annual turnover exceeding ₹400 crore.
- Oversee inventory control through quarterly physical stock audits, system reconciliation, FIFO implementation, and shelf-life monitoring.
- Manage direct and indirect servicing of 500+ dealers through warehouse and distribution coordination.
- Handle vendor sourcing, onboarding, negotiation, billing, payment coordination, and warehouse service requirements.

- Calculate, validate, and settle dealer and applicator schemes for annual sales turnover exceeding ₹600 crore.
- Monitor dealer outstanding balances, collections, overdue amounts, customer ledgers, and credit limits.
- Prepare sales, stock, overdue, performance, incentive, and management reporting.
- Manage regional administrative activities, vendor expenses, fixed assets, travel arrangements, and divisional events.
- Monitor divisional budgets, including Business Advertisement & Promotion (BAP) expenses of approximately ₹2 crore.

2016 – 2021 | Asian Paints Ltd., Mumbai – Head Office | Divisional Administration Executive
Regional Coverage: Gujarat, Madhya Pradesh, Chhattisgarh and Odisha
Responsibility:-

- Managed divisional administration activities across multiple states.
- Prepared planning, performance, and review reports for the Divisional Manager.
- Coordinated vendor management, scheme settlements, and administrative requirements.
- Monitored divisional overhead budgets and expense provisions.
- Supported cross-functional coordination between sales teams, administration, and head office.
- Assisted with divisional meetings, business partner trips, and operational activities.

2010 – 2016 | Asian Paints Ltd., Central & North Gujarat | Project & Retail Administration Executive
Responsibility:-

- Supported project and retail business operations through sales administration and commercial coordination.
- Prepared MIS reports, sales performance reports, and management review documentation.
- Coordinated material requirements, order processing, and business support activities.
- Assisted with planning reports and commercial operations for project and retail sales teams.
- Supported coordination between dealers, sales teams, and internal departments.

2007 – 2010 | JK Tyre & Industries Ltd., Ahmedabad | Commercial Executive
Responsibility:-

- Managed order processing, dispatch coordination, and sales reporting.
- Monitored stock availability and inventory reconciliation.
- Coordinated dealer payment follow-ups and commercial administration.
- Supported smooth order fulfilment and sales operations.

KEY PROJECTS & OPERATIONAL

- **Warehouse & Inventory Management:** Managed warehouse operations with average monthly stock of 2,500+ KL and annual turnover exceeding ₹400 crore.
- **Sales Scheme Settlement:** Managed dealer and applicator scheme calculations, reconciliation, and settlements for annual sales turnover exceeding ₹600 crore.
- **MIS Reporting Automation:** Reduced daily reporting preparation time from 6 hours to 1 hour through formula-based reporting.
- **Stock Monitoring Automation:** Converted fast-moving material minimum-stock tracking into an automated formula-based tracker with stock alerts.
- **Dealer & Applicator Management:** Supported a network of 500+ dealers through sales coordination, scheme management, collections, and service support.
- **Vendor & Budget Management:** Managed vendor onboarding, negotiations, billing, and divisional BAP expenses of approximately ₹2 crore.

ACHIEVEMENTS

- Supported business operations associated with approximately **₹350 billion turnover**.
- Managed warehouse operations with annual turnover **exceeding ₹400 crore**.
- Supported direct and indirect servicing of **500+ dealers**.
- Managed dealer and applicator scheme settlement involving annual sales turnover **exceeding ₹600 crore**.
- Reduced daily MIS reporting time from 6 hours to 1 hour through formula-based automation.
- Improved inventory monitoring through automated minimum-stock tracking and stock alerts.
- Received Badge of Honour for team support.
- Recognized for seamless execution of **divisional meets, material planning, business partner trips,** and **vendor management** and **negotiation**.

ACADEMIC FORTE

- Master of Commerce (M.Com.) from Gujarat University in 2006.
- Bachelor of Commerce (B.Com.) from Gujarat University in 2004.

Training & Certifications:

- Advanced Excel
- MIS Reporting & Data Analysis
- Supply Chain & Logistics Coordination

TECHNICAL PROFICIENCY

Well-versed with

- **Warehouse & Inventory Management:** Inventory Control, Stock Monitoring, Dispatch Management, FIFO, Stock Audits, Stock Reconciliation, Shelf-Life Monitoring
- **Supply Chain & Logistics:** Material Planning, Order Processing, Production Coordination, Transporter Management, Dispatch Tracking, Material Availability
- **Sales Administration:** Dealer Management, Applicator Management, Sales Coordination, Sales Scheme Calculation, Scheme Settlement, Primary & Secondary Sales Support
- **MIS & Reporting:** Sales MIS, Stock Reports, Overdue Reports, Performance Trackers, MTD/YTD Reporting, Sales Analysis, Budget vs Achievement Reports
- **Commercial & Financial Operations:** Dealer Ledger Reconciliation, Accounts Receivable Monitoring, Credit/Debit Notes, Bank Reconciliation, Incentive Calculation, Vendor Billing
- **Vendor Management:** Vendor Onboarding, Vendor Negotiation, Procurement, Invoice Processing, Payment Coordination, Budget Monitoring
- **General Administration:** Facility Management, Travel Management, Office Administration, Fixed Asset Management, Event Coordination
- **Software & Systems:** Advanced Excel, Microsoft PowerPoint, Microsoft Word, SAP, CRM, BHP, Company Portals

Advice for Contacting: I'm always open to conversation, networking with like-minded professionals, or discussing future prospects. Connect with me on LinkedIn or contact me at mohammedaslammomin0490@gmail.com