

# Sunil Kumar Gaur

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Decisive, dynamic and creative leader, targeting assignments as **EOU (Export Oriented Unit)** with an organization of high repute in **BPO, KPO, ITES, Supply Chain industries**  
**Location Preference: Noida, Delhi / NCR**

## Executive Profile

- A competent professional offering **nearly 15 years of rich and qualitative experience** in spearheading **Supply Chain Management, Procurement, Sourcing, Vendor & Material Management, Export & Imports Operations**
- Expertise in **negotiating with the suppliers** to clarify contract, delivery, term of payment and other issues to optimize cost and delivery time & conditions
- Skilled in building & **maintaining vendor relations**, evaluating vendors, managing buyer processes and analyzing reports
- Experience in all aspects of **commercial operations** like **forecasting and creating demand plans, getting competitive quotations, negotiating with suppliers, procuring materials and maintaining minimum inventory levels; managing stores and logistics**, imports and exports achieving significant cost savings through innovative solutions
- Proficient in managing export process; **preparing letter of credit, pre-shipment** and post-shipment documentation, negotiation
- Experience in implementing **cost saving** measures to achieve reduction in terms of procurement cost
- Spearheaded the entire process from logging order, to production & availability of materials dispatching and payments documentations
- An innovative & result-oriented professional with strong leadership, planning, negotiation, communication, and interpersonal skills

## Education

**2014: MBA (Logistics)** from Sikkim Manipal University  
**2020: B.Com.** from CCS University Ghaziabad.

## IT Skills

- MS Office (Word, Excel & PowerPoint)

## Career Timeline



## Key Impact Areas

**Commercial Operations**

**Logistics / Supply Chain**

**STPI Functions / DGFT**

**EXIM Operations**

**Vendor Development & Management**

**Cost Reduction / Contract Negotiations**

**Cost Optimisation**

**Purchase / Asset Management**

## Soft Skills

**Goal-oriented**

**Motivational Leader**

**Analytical**

**Decision-maker**

**Problem-solver**



## Organizational Experience

Since Mar'22-Jun'23 with Reliance – Qwik Supply Chain Pvt. Ltd., as Hub Manager (Hub & Transport Ops)

Since Sep'19-Feb'20 with Quattrro Business Support Solutions Pvt. Ltd., as Assistant Manager (Commercial)

Since Apr'08-Aug'19 with Quattrro Global Services Pvt. Ltd. (ITES/Service Industry), as Assistant Manager (Commercial)

Since Apr'05-Mar'08 with PSV & Associates (Chartered Accountant Firm) as Paid Assistant (Finance & Accounts)

### Role: Commercial

- Administering the entire gamut of STPI from registration to exit to getting approval in respect to Legal Agreements, Letter Of Permission (LOP), Green Card, Capital Goods, Floor Plan Approval, Softex Approval, Import Certificate, Area Extension and so on
- Dealing with STPI and Custom Operations as per RBI compliance / FEMA regulations
- Preparing and filling application for Custom Bonding and Exit to getting approval from Custom Department (Custom Bonding License, Procurement Certificate (PC) & CT-3, Custom Annexure, Duty Calculation and preparing Green bill of Entry)
- Preparing and finalizing quotations based on price & quality; reporting about quotations received from vendors
- Leading, preparation and finalization of monthly and annual reporting to RBI/STPI/Custom
- Ensuring follow-up with Finance Team regarding vendor payments; sending reminders on AMC Agreements
- Preparing /Amending IEC (Importer-Exporter Code) and obtain IEC Certificate
- Receiving agreement in regards to Fire & Burglary, Insurance (General and Employee)
- Working on:
  - BMS System
  - Softex filling and arranging Bank Realization Certificate (BRC)
  - STPI Requirements
  - AMC Agreements
  - Quotations
  - Security System
  - Fire System (Procuring, refilling of Fire Extinguishers as per Industry Guidelines)
- Preparing & sending Documents for custom clearance to CHA
- Executing the submission of required documents and visit of authorities for inspection and custom Clearance
- Streamlining warehousing of the local stock and ensuring timely dispatch of the same
- Maintaining & releasing MIS of logistics on a regular basis and export-import records for the statutory period
- Performing verification of vendor bills & following up for payments
- Analyzing and documenting the import certificate like procurement certificate, bill of entry and monitoring pending dispatch orders and documents
- Following up for loading and logistics in order to ensure timely deliveries and acknowledgements
- Planning and fulfilling import and export operations in order to manage the targets and mandates
- Adhering to monthly TDS Data and sending the same to Compliance Team
- Invoicing of Accounts Payable and Accounts receivables

### Role: Hub & Transport Ops

- Manage all Hub Activities: Taking decision for better opportunity, Prepare all Report Daily, Weekly and monthly basis.
- Prepare Daily and Monthly Cost per CN/HU wise and suggest to team that how we can reduce the cost with effective way
- Handle day to day basis Delivery/Pickup with proper way without any SLA Breach.
- Provide proper Remarks for daily activities with in time to Management team with proper manner.



## Personal Details

**Date of Birth:** 10<sup>th</sup> August 1983

**Languages Known:** English & Hindi

**Address:** House No. 6, Bihari Colony, Sector – 53, Noida-201301