

Prem Bhardwaj

Supply Chain Executive



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Results-driven professional with 1.5 years of experience in Supply Chain Management and Administrative Operations. Skilled in optimizing logistics and enhancing operational efficiency. Proficient in market research, branding strategies, and customer engagement to drive business growth. Strong administrative expertise, ensuring seamless coordination, data management, and process improvement.

Experience

Supply Chain Executive

Nov 2023- Present

/ Statiq, Gurugram

- Directed purchasing and Procurement activities, creating purchase orders (POs) using Zoho.
- Ensured timely delivery by proactively coordinating with vendors, carriers, and internal teams to track shipments and resolve delays efficiently.
- Handled daily follow-ups with carriers and suppliers to guarantee smooth inbound and outbound logistics while minimizing transit delays.
- Addressed delivery problems promptly by coordinating with vendors and carriers. Quickly resolved shipping challenges to keep supply chain operations running efficiently.
- Coordinated the planning and execution of the organization's participation at the Auto Expo, ensuring smooth operations, effective brand representation, and an engaging experience for attendees.
- Managed field marketing, event coordination, and vendor negotiations.
- Developed content strategies and executed campaigns across Facebook, Instagram and YouTube.
- Handled invoice management and optimized Google My Business(GMB) and Plugshare accounts.

Education

Bachelor of Commerce (B.Com)

/ University of Delhi

Skills

- Vendor Management
- Administrative Support
- Team Coordination
- Communication Skill
- Problem-solving
- Event Planning
- Zoho Platform (Admin & SCM)
- Eye for Detail