**CURRICULUM VITAE**



Whats app Mobile:+971504753686

Gulfjobseeker.com CV No:1571886

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

# 

**Career Objective:-**

To work in and lead an exciting and professional environment of an organization with continuous learning, development and growth possibilities. Creative environment in the field of Supply Chain, Logistic (e-commerce), warehouse and store depart distribution.

***WORK EXPERIENCES:***

Assistant Center Manager-

SSN Logistic Pvt.Ltd (Delhivery)- from 17 June 2013 to till continue…….

Operation Executive -

Citalia Logistic Pvt Ltd. June- 2010 to May -2013.

**A summary of my role in the organization is as mentioned in the below profiles.**

Duties &Responsibilities:-

* Responsible for maintaining all operations like Receipt, dispatch, Inventory, Accounting record Logistic Information etc & interacting with Superiors.
* Managing day to day Warehouse/Logistic Operations for inbound, outbound, storage, Order fulfillment, Stock taking & reconciliation, etc.
* Reconciliation of Physical Stock with Book records & Reconciliation of Physical Stock with System records.
* Providing data for Audit purpose and Audit compliances.
* Understand the warehouse Standard Operating Procedures (SOPs) and perform the operations in aalignment with SOPs while delivering the best results at the same time.
* Checking / processing the Vendor's Bills (Transportation) with reconciliation.
* Co-ordinate with Customers and their clients to understand their requirements on Dispatch, Tracking of Orders, Goods in transit, etc. 
* Should be able to prepare daily/weekly/monthly MIS(Management information system) reports and update it regularly to the management.
* Arrange warehouse, catalog goods, plan routes and process shipments and resolve any arising problems or complaints.
* Monitor, analyze and improve last-mile operations efficiency and capacity
* Ownership of Attendance check & control.
* Attending various on-job operations based on MS Word and MS Excel.
* To solve and update the queries regarding the delay and return shipments.
* Check emails and revert on queries & handling telephonic queries and POD / NDR validation.
* Reporting to the Operations Manager you will be typically carrying out some or all of the following:

Processing orders/assignments using computerized systems

Processing freight

* Liaison with all departments to ensure the smooth operation of the warehouse(s)
* Maintaining Inward and Outward Records.
* Handling Performing material verification and quality check against shipment advice.
* telephonic queries and POD / NDR validation.
* Prepare weekly reports on the status of incoming shipments
* Ensures all shipments are properly counted and loaded.
* Supervision for day to day account manages. On time cash collection & deposit in bank.
* Handling the pick-up co-ordinate and shorting location wise.

**PASSPORT DETAIL**

* Passport No : H-8142536
* Date of Issue : 08/10/2009
* Date of Expire : 07/10/2019
* Place of issue : PATNA

**ACADEMIC QUALIFICATION**

* Passed Matriculation from B.S.E.B Patna in the year 2003 .
* Passed Intermediate from B.I.C.E Patna in the year 2006.
* Graduated in Science from J.P University Bihar 2009.

**COMPUTER QUALIFICATION**

One year Diploma in Computer Application from “SMS COMPUTER CENTRE”.

(MS WORD,MS EXCEL,POWER POINT,INTERNET)

**PERSONAL DETAILS**

* Date of Birth : : 05/03/1988
* Sex : Male
* Marital Status : : Unmarried
* Languages Known: : English, Hindi & Urdu