**RESUME**

**HAMMAD**

 **Career Objective**

 To pursue a career in a company that provides me opportunities to utilize my skills for the growth of company and Looking ahead for suitable position, which offers ample opportunities to learn further, achieve, grow and excel in an organization.

**Synopsis**

* Versatile and Adaptive
* A quick learner with ‘Can do’ attitude & Excellent Interpersonal skills.
* Ability to work with a team of dedicated professionals for achieving the deadlines for the execution of work.

**Educational Qualification**

* **Post Graduation :** M.A. Economics M.J.P.R.U. Bareilly 2015.
* **Graduation :** B.Com from Aligarh Muslim University in 2013.
* **Intermediate :** Completed from CBSE Board in 2009.
* **Matriculation :**  Completed from CBSE Board in 2007.

**Strengths**

* A proactive learner with a flair for adopting emerging trends and addressing industry.
* Requirements to achieve organizational objectives and profitability norms.

**Extra-Curricular Activities & Achievements**

* Played hockey at C.B.S.E National level as a captain.
* Played hockey at C.B.S.E State level as a captain.
* Played hockey for Inter-varsity level.
* Played hockey for inter-hall(hostel) as a captain.
* Member of Hostel Hockey Team.

**SKILLS**

* Application Software: MS Office (MS-Word, MS-Excel, MS- Outlook, MS-Access, Power Point)
* Good written and verbal presentation skills
* Willing to try new things and am interested in improving efficiency on assigned tasks.
* General proficiency in office equipment (personal computers, fax, calculator, data entry

**WORK EXPERIENCE**

 **Grofers.com (Grofers India Pvt Ltd). Station Manager. from 22/6/2015 To 07/10/2015**

o Handle the Operations team to meet the 90-minute delivery standard and typically wears multiple hats.

o Manage the logistics to delivers the product on time.

o Managing a multi-tier team encompassing Operations Managers and Field Executives.

o Coordinating Fulfillment team and Operation team for smooth function of operation.

o Managing day-to-day operations at stations/delivery centers.

o Track customer orders via dashboards.

o Maintaining daily order reports, attendance sheets and mileage reports of delivery boys.

o Ensuring optimal manpower requirements at stations.

o Liaising with Customer Relations team for order fulfillment optimizing delivery time and cost.

* Training delivery boys in order to ensure correct order delivery and quality conformance at all times.
* **As Operation Manager at Metal Touch Inc. (Manufacturers & Exporters) from 01/11/2015 to 05/04/2016**
* Manage the Shipping & Logistics to delivers shipment on time to the overseas customers.
* Manage the Operations team to make a chain for smooth functioning.
* Managing day-to-day operations at company office.
* Ensuring optimal manpower requirements at company packaging & logistic department for delivering shipment on time.

 **PERSONAL PROFILE**

 Date of Birth : 15th Nov 1989

 Sex : Male

 Marital Status : Single

 Nationality : Indian

 Linguistic Profile : I can read, write and speak (English & Hindi).

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