**Harshal**

[**Harshal.362560@2freemail.com**](mailto:Harshal.362560@2freemail.com)

**SUMMARY:**

**Over all 16+ years of experience as follows**

1. 8 years of experience in cargo industry in all day to day functions
2. 6 years of experience as a sales manager in a retail outlet
3. 2 years of experience as a filed executive in a advertisement company

**TECHNICAL SKILLS:**

**Basic knowledge of Ms Office**

**Software System**

**Personalized operating system of HSCPL i.e., Expression**

**PROFESSIONAL EXPERIENCE:**

**Employer : High Speed Cargo Private Limited**

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**Title :** Logistics Coordinator

**Company profile**:

High Speed was established in the year 2007 as an idea. The idea turned into a concept independently operating to different destinations under a single minded professional approach.  
  
From the very beginning, HSCPL understand that when we perform, our performance reflects directly on your business because of our de facto service irrespective of quantum. We attach great importance to providing personal care and attention to every single consignment and to every single customer.  
  
  
The basic functionality of Collection Point is on 4'S. We believe in SPEED, SAFETY, and SERVICE & SUCCESS in Full proof Dispatch. Our most valued earning is the customer’s trust because of which we have been the front runner in the race of efficiency and safety.   
  
  
The company has a network of offices spread out in various major cities & towns of the country, currently exceeding 84 & it is continuously expanding its services. It's a team of well trained & highly experienced professionals, with years of experience in the field of this service industry. We feel that each & every document or parcel is time sensitive & it requires speed, efficiency & security for safe & timely delivery.  
  
A decentralized operations system, at each of the four metropolitan cities as regional headquarters with absolute responsibility for that region enables us to respond faster to the specific & peculiar needs of the market in that particular region.

**Role** : Operation Head

**Duration** : June-2008 – Jan 2017

**SMALL BRIEF OF JOB TENURE:**

**Started my profile as a CS executive in june 2008, within the time span of one year was promoted as CS manager. With all further dedication, team work and an attitude of go getter & self-motivation travelled to this post.**

**Responsibility:**

* To approach all key customers for any leads & try to convert into business
* To monitor each and every query of client from pick up to delivery
* To coordinate with day shift and night shift operation manager regarding any discrepancy
* To enroute all local vehicles for pick up & delivery.
* To take reporting from CS team about pending deliveries.
* To coordinate with billing department for timely bill submitting.
* Follow up with clients for payment and bill process
* To manage local deliveries
* To assist admin department regarding any issue of government & BMC licenses
* To check and clear vendor bills
* To lead a team of six members
* EOD direct reporting to director about all day working

**Employer : Shree Lalaan Kids Wear**

**Title :** sales manager

**Company profile**:

A 500 SQ.FT .Kids Wear Showroom in Borivali west operated by two partners since Jan 2000.

**Role** : Sales Manager

**Duration** : March-2002 – May 2008

**Responsibility:**

* Timely opening and closing of outlet
* Window display of new arrivals and any discount offers
* To maintain inventory records
* To lead a team of 3 sales executives
* To maintain daily cash flow and bank transaction
* To maintain discipline and timetable of staff
* To reach annual sales target

**Employer : Pranav Publicity**

**Title :** Field Executive

**Company profile**:

**Company is an authorized depot for classified advertisement in all leading newspapers.**

**Role Field work**

**Duration** : June 2000 – Jan 2002

**Responsibility:**

* To fill advertisement application form &submit to relevant press
* To collect payment from party

**EDUCATIONAL DETAILS:**

**HSC.-**2000

Kandivali Education Society College of Arts and Commerce

**LANGAUGE KNOWN:**

* English
* Hindi
* Gujrati
* Marathi