**Vinod**

E-Mail: [vinod.272233@2freemail.com](mailto:vinod.272233@2freemail.com)

**Having 5+ years’ experience & seeking leadership assignments in Supply Chain Management**

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| **Competencies**  **Managerial**   * Driven to succeed and excel. * Skilled in building organizations. * Innovative in thought and solutions. * Excellent interpersonal and analytical skills.   **Functional**   * Logistics Management * Warehouse Management | **Professional Snapshot**  Competent, dynamic & diligent professional having acquired vast experience from various reputed organizations in different capacities, Prompt in dealing with transporters & striking the most cost efficient deal for a timely & safe dispatch of finished goods to the final destination. Equipped with the analytical skills in providing support to the management regarding financial monitoring, reporting and forecasting; Adept in team handling thus ensuring smooth functioning & resulting in realization of both individual & organizational objectives. With a positive attitude, Computer savvy with proficiency in **MS Office (MS Word, Excel),** Possess excellent written, oral and interpersonal and communication skills, with proficiency in English, Hindi. |

**EMPLOYMENT DETAILS**

**Currently working as an Team Leader with Holisol Logistic Pvt. Ltd. (1 October 2016 to Till Date).**

## Receiving Goods

* Goods received agree with order and invoice quantity, description and quality.
* Goods are not signed for before they are thoroughly checked
* If invoice is not received with goods, there must be provision to process it in the correct manner when it is received
* Goods are correctly ticketed and immediately placed on the selling floor.
* Damaged or incorrect goods are rejected and arrangements made for immediate repair or replacement - delivery slip marked accordingly
* Stock held in reserve promptly ticketed after inspection and carefully stored
* Daily Goods Received record kept and processed with all relevant invoices and/or delivery dockets

## Dispatching Goods

* Dispatch person alert to false or incorrect paperwork
* Ensure customers are notified of impending delivery - address checked and any money collected carefully documented so driver cannot overlook it
* Double check goods to be delivered are correct in quantity, description and quality
* Damaged goods not dispatched unless agreement from customer
* Regularly check loaded vehicles to ensure packing is satisfactory and only the items to be delivered are in the vehicle
* Ensure you are satisfied with the appearance of the vehicle and the driver - they create a lasting impression
* Maintain daily goods delivered records - ensure drivers sign for goods in good order and condition
* All paperwork processed promptly

**Executive operation with SCM for You (R.N. Logistics Pvt. Ltd.) (26 March 2016 to 30 September 2016).**

**Key Performance Areas:-**

* Maintaining proper Housekeeping & discipline in warehouse.
* Handling & monitoring the performance of all the Team Members under my supervision.
* To ensure all the consignment are processed within the stipulated time according to the received date & time.
* Deliver & RTO time to time with our parcel.
* Responsible for the proper documentation of the goods.
* Development & Motivation to team

**DEO At Quickdel Logistic Pvt. Limited (Gojava’s) (June 2013 to 25 March 2016)**

**Key Performance Areas:-**

* Special loading procedures may be required with respect to hazardous goods,
* Goods receipts and issues
* Picking
* Putaway
* Interleaving
* Inventory counting
* Loading and unloading
* Scan documents and print files, when needed
* Insert customer and account data by inputting text based and numerical information from source documents within time limits.

**M/s YVR LIFESCIENCES GF-1 Corporate Office Mudgal residency Plot No -97-98 Balaji Enclave, GZB (15 January -2012 to May 2013)**

Worked as Accountant Assistant.

**Key Performance Areas:**

* Co-ordination with Sale steam& Dealers Regarding Order, Delivery, Invoicing & Dispatch,
* Raise the purchase order and place the order and following up with vendor till material receipt.
* Complete the Goods receive process on Tally.
* Create goods dispatch report on daily basis & handle the way bill report
* Material transfer in system on daily basis in-transit location to normal location.
* Handling balance sheet of dealer, credit limit, and follow up with them for pending and due payment.
* Inventory on daily basis & monthly, Responsible of discrepancies reporting to seniors & resolve.
* Coordinate with account department for couriers & vendor payment.
* Independently handling of warehouse operation like dispatches, documentation & material location.

**Academic Credentials**

**BBA –** 2011 -Full Time CCS University, Meerut.

**Certificate Course in Computer Application.**

**IT Skills: MS** Office (Word, Excel, Power Point), MS-DOS, Windows-95, Windows-98, Windows-2000 Professional. Knowledge of Excel (with excellent knowledge of Formula/charts/ graphs/ pivot table, lookup,).

**Expected Salary- 18000-20000**

**Personal Details**

**Date of Birth :** 5th June 1992

**Marital Status :** Married

**Languages :** English, Hindi

# Date*:*