

RESUME OBJECTIVE:

A dynamic and competent professional with **over 11+ years** of experience in Operations as Logistics Coordinator, Sales Co-Ordinate, Customer service, Warehouse Management and POD management. Seeking challenging assignment commensurate with my knowledge and experience, with a growth-oriented organization. I had worked with **Cadbury India Ltd** as MIS Executive and I was connected with **Relaxo Footwear Limited** as Logistics Executive and I had worked with **Campus Activewear Pvt. Ltd.** as a Sales Coordinator.

SKILLS

- Logistics Coordination
- Inventory Controller
- Customer Service
- Warehouse Management
- Shipment Coordination
- Material Tracking
- Sales Coordination
- Store Keeper
- Data Entry

EXPERIENCE:

Sales Support Executive

Campus Activewear Pvt. Ltd. (Feb 2021 – Oct 2021) NEW DELHI - INDIA

- Create Invoice & Pick List on ERP.
- Order Management, Inventory Management, Transportation Management.
- Stock Inward & Outward Execution of ERP.
- Generate Credit note & Debit Note as per company policy.
- Handling Transportation for PAN India Customers.
- Collect MIS from Transport for on time Delivery.
- Managing Transit Time Adherence.
- Handling Reverse Logistics – Goods return/Claims from Customers.
- Handling Stock Audits both Internal and External.

Logistics Coordinator

Relaxo Footwear Ltd. (June 2011 – Dec 2020) NEW DELHI - INDIA

- Order Management, Inventory Management, Transportation Management.
- Handling Transportation both FTL & PTL for all RDCs.
- Controlling Transportation and Distribution costs.
- Maximizing truck fills.
- Negotiate transportation rates and services with Transporters/Couriers.
- Transportation management for delivery to material to dealers.
- Handling Stock and Statutory Audits both Internal and External.
- MIS related to the performance of SCM Department - Monthly.
- Managing RDC remuneration and Transporter Payments.
- Settlement of Customer complaints and Grievances as per the Companies Policy.
- Damage/Obsolete disposal Plan preparation as per Companies Policy.
- Customer accounting including settlement of debit/credit note.
- Handling Reverse Logistics – Goods return/Claims from Customers.
- Consignment tracking for all regions from CDC & RDC on daily basis.

MIS Executive

Cadbury India Ltd. (June 2010 – May 2011)

UTTAR PRADESH - INDIA

- Modern Trade and General Trade (This includes generation of Pick list & Invoicing).
- MIS to reporting Regional Commercial Manager.
- Track Sales orders fulfillment report by billing team.
- Stock Inward & Outward Execution of SAP.
- Condition of Short Expired, Puffed, Godown Damage Inform to Head office (RSM).

EDUCATION:

C.C.S MEERUT UNIVERSITY

UTTAR PRADESH - INDIA

- Bachelor of Commerce (B. Com), 2008-2011

ADDITIONAL SKILLS:

- Proficient in MS Office (Word, Advance Excel & Power Point), SAP (SD Module) & ERP (Navision)

PERSONAL SUMMARY

- Date of Birth : 18-Jan-1991.
- Marital Status : Unmarried.
- Language Ability : Hindi, English, Urdu.