

## JITENDRA BENDSURE

Pune, MH 411023 | 8600444006 / 8855818298 | jitbendsure01@gmail.com

### Expreience

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#### LOGISTICS EXECUTIVE / OPERATIONS EXECUTIVE

Ascent Innovation Pvt Ltd

08/2015 to Till date

Manage a fleet of delivery riders within a specific area (e.g. Schedule working times, solve daily operational issues, follow up on equipment, conduct weekly rider meetings)

Assist and manage dispatching of orders.

Manage inventory for fleet equipment, office and associated paperwork

Enjoy working with others, and represent our company in a positive way Pro activity, punctuality, discipline, time management and leadership

Support hiring of new riders

Communicate closely with other departments (e.g. Human Resources, Call Center, Dispatching team)

Organizing and maintaining files and records

Assist in receiving incoming shipments from forwarders or suppliers

Filing of shipping documents

Daily deliveries shipping documents preparation

Responsible to ensure quality of data input in the ERP system for all order processing related outputs

#### Team Leader

Venusdatacare – Pune MH

02/2014 to 07/2015

Implementing CRM Software & Manual Testing

Implemented new working processes which delivered continued improvements.

Conducted training and mentored team members to promote productivity, accuracy and commitment to friendly service.

Lead team of 10 members while providing exceptional customer service.

Coached team members in customer service techniques, providing feedback and encouragement toward reaching development.

#### Trainer

Technopark – Ambajogai MH

03/2010 to 09/2013

Teaching Programming Languages.

Gathered and organized supplementary material to support structured lessons.

Scheduled and taught in class and online courses to increase learning opportunities.  
Tracked attendance and progress against goals for each participant.  
Mentored new hires, resulting in stronger staff development and increased productivity.  
Quickly adapted training plans for client needs, keeping timelines, budgets and desires in mind.  
Mange all official record.

## Education

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### **Bacher of Science**

B.sc - Ambajogai