

ASHISH MISHRA

A-93 BARHUT NAGAR SATNA M.P- 485001

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Career Objective

To work in organization where in I can utilize my work skills to contribute towards the excellence and growth of the organization, which in turn would provide me to attain new heights in my area.

Specialization

Major - Operations, Sourcing

Minor – Office Work

Achievements: -

- I was recognized as an Outstanding Candidate in my Last appraisal conducted by the management of Glencore Agriculture.

EDUCATION:-

Examination	Board/ University	Year Of Passing
10 th class	MP Board	2010
12 th class	MP Board	2012
Graduation (BCA)	MAHARSHI MAHESH YOGI-JABALPUR	2015

KEY SKILL: -

Sourcing of Agricultural produce, Marketing of Agri inputs, Agri credit, Farm management, Market Development.

EXPERIENCE: -

(1)

Brief Profile

Work Experience : Current (FEB-2018)
Present Employer : GLENCORE AGRICULTURE INDIA PVT LTD
Functional Area (Role) : Office Assistant (Operation)
Current Location : Bikaner (R.J)

KEY RESPONSIBILITIES At GLENCORE AGRICULTURE INDIA PVT LTD

- (1) Based at BIKANER & Covering Logistics and Warehousing operations All Rajasthan
- (2) Collection of daily report about arrival, Dispatch & quality.
- (3) Assisting in procurement operation of commodities (Wheat, Barley, Chick Peas) as per the requirement of the company.
- (4) Instructing and Supervising the Material Inward, Outward & quality check at all Location.
- (5) Follow up for the Physical Delivery of all the Trades.
- (6) Allocation of Field Manpower as per requirement and assigning their Jobs and getting timely Reports from them on daily basis.
- (7) Appointment of HNT at Different Locations as per Work Requirement for different Services (Rake Handling, Transportations, Loading etc)

- (8) Coordination along with WSP for Smooth and Timely Reporting of Inward/Outward/Fumigation Clender/CHR Etc.
- (9) New Warehouse Inspection Reports, Gain/Loss Analysis Warehouse wise and FCI/NCDEX Related Operational Work.

(2)

Brief Profile

Work Experience : 3 Year (Jan 2015 To Feb 2018)
Present Employer : Yamada Logitics Pvt Ltd
Functional Area (Role) : Assistant Manager
Current Location : Indore (MP)

KEY RESPONSIBILITIES:

- (1) Collect the Crop survey report.
- (2) Collect the Daily Mandi information.
- (3) Maintained the Warehouse Storage Capacity.
- (4) Proper Tracking Farmer, trader & Vendor Data information.
- (5) Tracking Competitor in mandi, warehousing, and other's Filed and report to HQ.
- (6) Providing training to team members for better performance.
- (7) Operations Management Warehouse Inward & Outward.
- (8) Commodities Wise Moisture loss & Gain.
- (9) Ensures adherence to SOPs during client delivery on (weighing, record keeping fumigation, disposal of commodities etc).
- (10) Warehouse Space Utilization.
- (11) Providing necessary updates to the other departments (Warehouse/Customer Service).
- (12) All India Report Operations (central).
- (13) Currently I handle Daawat food WSP Worked.
- (14) Visit to Warehouse for checking the overall conditions of storage and factors like quality of the commodities.
- (15) Manage field Manpower & Handling entire MP's Operation.
- (16) Timely visit to our location & support our team.
- (17) Weekly generate performance report in audit base

Job Profile : + Train and lead a team of Sales Executives for selling Of IT products.
+ Formulation, Evaluation and Implementation of corporate Strategies for effective administration.
+ Coordinate, monitor and review the sales efforts of the Team through the process matrix.
+ Development of professional standards in the team
By regularly training them on product and sales process.

Areas of Exposure and Expertise

Other Regular Activity

I Handle the responsibility of Purchased Officer cum Commercial /**Back office** in the Agri Business Division of the Company.

- Basis the daily & weekly reporting from different locations, ensuring proper and appropriate accounting of sales and purchases of agri commodity taking place across different locations in the state.

- To manage the accounts of suppliers and timely doing the reconciliation of such accounts, so that necessary settlements can be made in time.
- Ensuring proper and timely reporting to DHQ on weekly & monthly basis about the performance of Mandi business in the state.
- To ensure timely reconciliation of supplier/customer accounts.
- Monitoring Budget V/S actual expenses on daily & monthly basis during passing of payments.
- To maintain such relationship with the suppliers, so that smooth running of activities at branch level can be ensured.
Handled audits as well as different legal notices from parties.
- Appropriate accounting and provisioning of expenses on monthly, quarterly and annual basis.

This operation deals in Gram, Wheat, yellow Peas, Masoor & All Pulses & Agri Commodity buying, Dispatch & sales. Maintaining of Party wise accounts, commission, Party Sales & Purchase A/c, maintaining the daily stock report and do stock reconciliation on the daily weekly and monthly basis.

PERSONAL SKILLS:

Very active with a number of hobbies including cricket, Music, computers.

About Myself

I believe that can only be achieved if one pays his personal concentration and for that concentration interest is must and I get involved very quickly in any assignment. I always want to keep myself busy and so on till I don't get any fruitful result by indulging best of mine.

Date: _____

(Ashish Mishra)

Place: _____