***Curriculum Vitae***

**Ganesh Navlakhe**

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**Objective:** To work as an Operation officer, in team, where I can put the best practices and abilities in making the optimum growth of organization.

**Career Overview:**

* Competent professional with **over 10+ years** of experience with M/s. **ABC India** **Ltd,** & M/s.**Writer Safeguard Pvt. Ltd** at Nagpur as **FLM Coordinator**.
* Gathered operational experiences while being in the team of various Offices in respect to business development, customer’s communication, Marketing, Sales, Fleet, storage management and billing etc.

**CAREER Path**

Currently working with **M/s.Writer Safeguard Pvt. Ltd,** as a **FLM Assistant Manager** & handling 80-100 custodians for FLM activity. From March-2016- Till date...

* Forward the FLM calls to ATM/CIT Operators and coordinate with them for resolution.
* Follow-up with the location ops for closure of FLM calls within TAT.
* Escalate FLM calls to Route leader, based on escalation matrix.
* Log SLM call if issue is not resolved with help from engineers and MSP.
* Prioritize resolution of FLM calls based on criticality and TAT.
* Maintain the daily route plan through work order.
* Responsible to maintain log of calls as per ATM/CIT Operator for disbursal of conveyance on monthly basis
* Responsible to answer the customer queries & mails with the help of senior authority.

**M/s.Writer Safeguard Pvt.Ltd- ATM Officer.** From- **January-2013 to Feb-2016.**

* Involved in the strategic ATM planning for the writer & services, leading as a team leader.
* Involved in team & receiving the cash from various banks in bulk mode transaction in Cr.
* Involved in team & loading the cash into ATM as per writers’ procedures in part of Cr. mode.
* After loading the cash show throughout diabolt system & generate slip for transactions.
* Ensure cash transactions, per writer’s procedure & verification through Walt electronic system.
* Collection of Cash/cheques from various banks & ATM machine & deposit it to the Office/banks.
* Collection/pickup the cash from various places through writer’s denomation procedures.
* Responsible for forecasting of branch to managing the business, procedures & policy’s.
* To ensure the information flow and services are being done on time & accurately.
* Exist from the system as per norms of writer’s through electronic system carefully.
* Daily follow-up, monitoring & physically as well as data checking through software.
* Responsible for managing the daily Walt register as well as in excel sheet.

**ABC India Ltd, Regular Division at Ranipeth-TN Operation Executive.**

Assign for the transportation job of **M/s BHEL Ranipeth** June-2010 to Dec-2012.

* Assigned tasks of transportation of BHEL job & equipment from Ranipeth to various stations.
* Receiving of goods & deliveries with processing documentation, tracking & liaise with clients.
* Responsibility of confirmation of delivery as well as status of trucks & liaise with clients.
* Responsible for making maximum profit through picking the load of highest KM station.
* To provide back support between Transit offices as a Logistic professional in the fields.
* To maintaining the proper record of tracking of trucks & report as required by clients.
* Responsible for General office job to maintain the staff as well as office work & proper record keeping.

**ABC India Ltd, at Guwahati** Assam- **Marketing Executive**

From May-2009 to June 2010. Responsible for marketing with Marketing team of Warehouse/Logistics/Transportation service of the companies which included fast moving goods and consumer durable's items.

* Represent the company at Market to serve the service in Transportation services.
* Ensure the follow-up & tracking of consignment to deliver it on time.
* Increased the sales by force & the results, I got the appreciation letter from the MD.
* Arranged client demonstration & service providers of the same field’s v/s company.
* Visit regular to the customers & suppliers for continue improvement.
* Responsible to recording & administration the sales data & forward reports to seniors.

**ABC India Ltd, at Beltola Transhipment Assam. Fleet In-charge.**

*From May-2007 to Apr-2009 -* Learned all the job related transportation operation under the guideline of senior manager.

Transport Operation:

* Rate negotiation with Clients for transporting services.
* Liaison with transporter, daily basis rate negotiation with truck vendors.
* Truck placement for movement of materials as scheduled or on demand by Clients.
* Safe loading/unloading of materials in warehouse & location.
* Tracking of trucks.

Warehousing/storage:

1. Inward receipt

Safe unloading of material

Physical inspection

Receipt entry in F-track system and report preparation

1. Dispatch

* Prepare Pick Slip and issue picking instruction
* Safe retrieval of materials and loading into trucks according to pick slip
* Invoice generation and report preparation

1. Stock Management
   * Handling materials (storing & moving materials according to the storage layout)
   * Maintain & update stock/inventory in F-track system of ABC.
   * Physical counting and matching with system stock.
   * IN & Out Report preparation
2. Communication
   * Communicate to client over email & phone and coordinate client to facilitate the delivery of materials across branches of NE.
   * Co-ordinate with Operation department in respect to truck arrival & departure and truck loading conditions.

**Technical Skill:**

Completed Advance Computer Diploma from charted computer Institute

Operating System : Windows XP

Office Application : MS-Office 2003 (Ms-Word, Ms-Excel, Ms-Power Point)

Internet / Email : Lotus Notes, Internet Explorer, Outlook Express

Business Application : “FTrak” – Online application of ABC India Ltd.

Language Know : Marathi, Hindi, English.

Date of Birth : 17 Sep 1988.

Marital status : Married

Hobbies : Cricket & Music

**ACADEMIC DETAILS:-**

* Passed 10th *from-Nagpur, Maharashtra (Pune Board)*
* Passed Intermediate form *Nagpur, Maharashtra (Pune Board)*
* Passed B.com from Nagpur University, (MH)

**Signature**

**(Ganesh Ashokrao Navlakhe)**