

Objective

To become a significant player in a successful and value-driven organization and contribute in the lines of its vision and values.

Summary

- Total 13 years experience in logistics.
- Experience of working in the logistic cycle.
- Good work ethics with excellent communication and interpersonal skills.
- Capable to develop into the new leading Technologies.
- Ability to work well in both a team environment and individual environment.

Experience Summary

Total Logistic Executive Experience: 13 years

- Managing delivery scheduled & rout plan of the vehicles for delivery.
- Handling customers queries about the delivery & installation process.
- Making reports of logistic for the customers updating in system.

Technical Skills

Computer Knowledge

MS Office and Internet Knowledge

Software

Companies Inventory Software

Work Experience

- Worked in Croma-Tata Enterprises as a Logistic Executive From Jan-2007 To July-2020

Key Responsibility

- ✓ Managing delivery scheduled & rout plan of the vehicles for delivery.
- ✓ Handling customers queries about the delivery & installation process.
- ✓ Making reports of logistic for the customers updating in system.
- ✓ Attending to customer and achieving the target.
- ✓ Handling the stock and inventories.
- ✓ Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- ✓ Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- ✓ Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- ✓ Plan and track the shipment of final products according to customer requirements
- ✓ Keep logs and records of warehouse stock, executed orders etc.
- ✓ Prepare accurate reports for upper management

Academic Credentials			
Degree	Year	Board/University	Percent
H.S.C.	2004	Maharashtra State Board	69.67%
S.S.C	2002	Maharashtra State Board	50.00%

Personal Information:

Date Of Birth	10/04/1987
Languages Known	English, Hindi, Marathi.
Marital Status	Married.
Nationality	Indian
Hobbies	Listening Music, Reading.

[Dharmendra Mishra]