

Ashish Pandey

Mobile: +91 9648273091

E-mail: Akashashishpandey@gmail.com

TOP LEVEL ASSIGNMENTS:

Graduate having 10+ years experience in Service Industry.

Educational Qualification. Bachelor Degree from Veer Bahadur Singh Purvanchal University (U.P.)

Supply Chain Management preferably in Full Truck and Parts/Load/ Hub Operation

Logistics

**Operations Management
Vendor Development
Transportation Planning
Budgeting,
Cost Optimisation
Contract Management
MIS Reporting
Warehouse (WMS)**

- ⇒ I would like to introduce myself as Ashish Pandey and bringing to your benign consideration, my application for a suitable post in your esteemed organization .I herewith enclose my curriculum vitae furnishing all the information regarding work experience, my profile details, educational qualifications.
- ⇒ To work in a professional Organization under challenging environment & to grow with the Organization making a significant contribution towards achieving the Company's objectives.
 - ⇒ A strategic planner with 10+ years of experience and expertise in implementing cost saving measures to achieve reduction in terms of logistics cost.

- ⇒ A keen planner & implementer with demonstrated abilities in **devising & optimizing the service operations** activities.
- ⇒ A Position in Logistics where my Strong Skill -In Operation will be valued ,To work in professional & Challenging environment which would demand my fullest potential , hard work , effort and growth.
- ⇒ Exceptional **negotiation & relationship management skills** with ability to relate to people at any level of business.
- ⇒ Deft in **handling commercial** documentation, managing logistics & liaising with dealers, customers & regulatory authorities.
- ⇒ Proficient in effectively developing, and supervising **logistics network** as well as ensuring smooth materials movements.
- ⇒ Possess **excellent interpersonal, communication and organizational** skills with proven abilities in team management, customer relationship management and planning.
- ⇒ Expert in Nepal & Bhutan & Bangladesh Route developed and custom Process.

Present Employment & Experience

Since Feb 2025 to Till Transport Logistics of India (TL)as Sr.Officer Export & Import Operations Mandideep.

Roles and Responsibility

- Maintaining existing as well as developing new clients base & making sales call.
- Managing to deal with sales head of every shipping line on a day to day basis.
- Effectively & timely communicate with customer, management & counter part
- Monitoring of cargo movement
- Prepare quotations and follow up with enquires to convert into sales revenue
- Filing Contract of customer as per the rates negotiate with line
- Follow up with client on Payment outstanding , Freight Forwarding
- Making plan on inventory holding
- Oversee day-to-day operations of managing Inventory within SLA
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Provide hourly reports of inventory with particular attention on progress against agreed targets
- Maintaining and improving overall operational and departmental efficiencies around Inventory.
- Develop and ensure that established policies, rules and Responsibility
- Proactive operations planning to mitigate peak hours crunch.
- Identified issues, analyzed information and provided solutions to problems.

Inland World Logistics Kolkata from 10 Dec 2024, to JAN 2025 as a Warehouse Manager.

Handling all Goods Transport operations DD & Transshipment. RTV Management.

ALL Dispatches generating and flashing to all stake holders for delivery on time. LEFO & FIFO management.

Warehouse efficiencies and SLA management. Reduce unloading TAT as well as D2S improvement.

Manage and plan inventory capacity and activity Control on damage and shrinkage slotting, Space management and Productivity improvement. Run the warehouse operation within approved budgeted cost.

Sugam Group From March 2017, to 07 Dec 2024 as a Branch Manager.

Location- Mandideep Bhopal M.P Command in Bellow area (Govindpura, Vidhisha, Bhudni and Tamot, Pillowkhedi)

❖ Handling the business growth

❖ Managing the following activities:

Achieve the sales target and collection target from Customer For the growth of Organization

Monitoring performance of sales team, visiting client for business development

Budgeting, Market Intelligence and research, MIS report & Mailing

Record maintain & Data feeding

Manage MIS Reports Manual & by Incore, ERP

Follow-up of Collection & Billing Works

Party Follow up , Outstanding Manage

Booking, Billing & Collection

Ensure proper Route Planning to maintain Service level & unnecessary cost.

Managing On time inbound /Out Bound deliveries/Pick up and Fleet Management Ensure Proper information is provided to customer regarding documentation/Forms/Octroi etc for smooth & on time delivery

Retention of Customers.

To meet new customers ,understand there requirement and work on those areas and offer solutions.

Ensure proper MIS is provided to customers every month

❖ To ensure efficient resolution of complaint through correspondence & coordination

❖ of All over India.

❖ Communicating & maintaining healthy relationship with all clients and vendors.

❖ Creating & sustaining a dynamic environment that fasters development opportunities

❖ and motivates high performance amongst the team members.

❖ Networking Development: Liaising with different area and locations for developing Vendors

Chaturbhuj Logistics Pvt. Ltd. From June 2016 To March 2017 as Sr. Officer. Location- Indore M.P

Having a good understanding of Operation, Client servicing, Relationship Management , Major Account Management ,New Business ,MIS ,Credit Control

➤ Having pleasing personality with good communication skills, enthusiastic, self motivated,

➤ Competent and friendly who can work under pressure with a smile. Have developed

➤ Communication & interpersonal skills, strong analytical skills and problem solving.

➤ Have the ability to work in a fast paced challenging environment.

TCI Supply Chain Solutions From July 2014 To May 2016, as a Delivery In charge Location- Aslali Ahmadabad Gujrat.

Responsibilities.

Receipt, Stock Transfer, Returns etc. Determines requirements by working with customers & answers inquiries by clarifying Resolves problems by clarifying issues; researching and exploring answers and desired information; researching, locating, and providing information Modulate MIS Reports in MS Office of huge data by using Data Connecting / Hyperlink / VLOOKUP / Count/ Countif/ Countifs / Transpose /Data Validation, Filter/ Macros (Recorder) Arrangement of all Sheets Merging For. All Charts / Removal of Duplicates

❖ Handling the business growth	❖ DM. Distribution Management
❖ Inventory Management & Control	❖ RSM. Repairs & Serviceable Management
❖ Receiving of Material in Oracle	❖ CRM. Customer Relations Management
❖ Report Availability on time & Misc.	❖ Managing On time inbound /Out Bound deliveries/Pick up and Fleet Management
❖ Reconciliation Of Inventory.	❖ Inter branch coordination to ensure smooth operations
❖ Checking of Invoices as per terms & conditions with customer PO.	❖ On time departure of out bound vehicle ,to maintain cut off time
❖ Achieve the sales target and collection target.	❖ Coordinating with co loaders for any issues e.g off loading/space issue
❖ Visiting clients for business development	❖ Ensure proper training is provided to Vendors/Staff & Vendor development
❖ WMS. Warehouse Management System	❖ Implementation of Standard Operating Procedure
❖ DBMS. Data Base Management System	❖ Standardization of Formats for Material Issue,

Attitude and Strength

- ☑ Have ability to align a team for implementation of company
- ☑ Policy. Have control over feelings & emotions.
- ☑ Have ability to judge a person.
 - Ability to work in team environment.
 - Good analytical & problem solving skills
 - Hard working & determine.
 - Responsible, Dedicated & quick learner.
 - ENERGETIC AND FRIENDLY.

I hereby undertake that all the information stated above is true and authentic to the best of my knowledge.

Personal Details

Father's Name : Shri Om Prakash Pandey
Date of Birth : 4th Nov, 1996
Address : Vill+Post Karampur Saidpur Ghazipur U.P.
Nationality : Indian
Language known : English, Hindi,
Hobbies : Playing Cricket, Listening of Music, Internet Surfing

Place: Mandideep Bhopal.

{ Ashish Pandey }

Control of Operational records for the following modules of business:

OWN VEHICLES	OUTSOURCED VEHICLES
LR	LR
Manifest Register	Vehicle Challan
Fueling	Manifest Register
Maintenance	Vendor Management
Accidents	Pricing Authenticity
Trip Sheet	Customer Contracts(Trip Basis/ Monthly/Annually)
Cash Book	Cash Book
Sales and Receipt Register	Sales And Receipt Register
Pending POD Register	Pending POD Register
Customer Contracts (Trip Basis / Monthly Price / Annual Contract)	Timely Billing to the Customer
Timely Billing to the Customer	
GPS report review	

Roles and Responsibility:-

Control on timely reporting from branches	Ensure daily reporting of the following:
Assist in Fleet Management	Daily Vehicle Reporting Sheet
Assist in Route Development	Pending POD register
Ensure optimum utilization of Assets & space.	Expense Register
Foster good working relationship between team and amongst staffs.	Formulate and review operational accounting to ensure seamless reporting from all branches daily.
Implementations Safety policies and measures for the operations.	Ensure that the funds requirements for operations are evaluated and forwarded for approval
Management of Branch employees.	Monthly review of starting and ending numbers of all registers.
	Submission of Operations report to Operation Manager for approval

Customer Service:-

Command Centre (Office):-

Liaising with customer on ad hoc basis.	Jointly develop and train branch officials to achieve their maximum potential with Operation Manager.
Participate in discussion with Operations Manager and Customer for monthly and weekly performance review.	Identify and record accounting control processes, quality problems and initiate or recommended solution to these problems, verify and control the implementations.
Build and maintain good rapport with customers to understand their bill submission, payment scheduling and reconciliation processes.	Schedule monthly or ad hoc in-house operations discussion meeting to keep staff informed and aligned and Generate Monthly Performance Report (KPI) for the Operations.
	Conduct Self Improvement program to achieve better operational efficiency.
	Take leadership in identifying & delivering any saving & improvement opportunities for the operations.
	Report To the Senior Manager Operations.

Vendor Mangement(Sub Contractor)

Monthly Performance Review with vendors.	Timely reporting from the branches/sites.
Coordinate with the vendors to achieve lower cost solution for the operations.	Accuracy and authenticity of billing.
Ensure timely submission of bills from the vendors.	Timely submissions of bills.
Ensure Monthly reconciliation of vendor statement with billing and forward it for the payment.	Ensure proper handling of Assets by the staffs at site /branch and timely servicing of site/branch assets.
Ensure quarterly balance confirmation from all vendors.	Strive for zero downtime of all site assets and ensure all assets are utilized to its optimum.