

Virbhadrasinh Jadeja

ACCOUNTING & TRANSPORT AND LOGISTICS HEAD

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Phase-1, Adipur, Kutch (370205)

Professional Summary

Dedicated and experienced logistics and transportation professional with a proven track record in managing fleet operations, optimizing supply chain efficiency, and ensuring compliance with transportation regulations. Adept at coordinating with vendors, managing accounts, and leading teams to ensure smooth and cost-effective operations. Strong analytical skills, problem-solving abilities, and a commitment to operational excellence. Seeking to leverage expertise in a dynamic organization that values efficiency and innovation.

Core Competencies

Logistics & Transportation Management, Fleet Coordination, Supply Chain Optimization, Route Planning & Scheduling, Warehouse Operations, Inventory Control, Vendor Management, Freight & Distribution.

Work Experience

Transporting Incharge & Accounting and Logistics Head | 2024- Currently working

Kalpataru Logistics - Gandhidham

Responsibilities:

Office Responsibilities:

- ❖ Managed accounts related to transportation costs, payments, and financial transactions.
- ❖ Developed financial reports, monitored budgets, and ensured cost control.
- ❖ Ensured compliance with government transport regulations and maintained necessary documentation.
- ❖ Led and supervised a team of office staff for logistics and financial management.
- ❖ Oversaw insurance claims for goods and vehicles, ensuring timely processing and documentation.
- ❖ Coordinate daily transportation activities, managing a fleet of 200+.
- ❖ Monitor and track shipments, ensuring on-time deliveries and resolving delays.
- ❖ Collaborate with vendors and carriers to negotiate rates and schedules.

Field Responsibilities:

- ❖ Supervised day-to-day transportation activities to ensure smooth operations.
- ❖ Inspected and managed vehicle fleet for maintenance, safety, and compliance.
- ❖ Coordinated with drivers, logistics personnel, and suppliers to maintain workflow efficiency.
- ❖ Ensured proper loading and unloading of goods and verified cargo documentation.
- ❖ Visited accident spots to assess damages, coordinate emergency response, and report findings to management.

Transporting Incharge & Accounting and Logistics Head | 2021- 2024**The Kutch Salt and Allied Industries Pvt. Ltd.(Friends Group)- Gandhidham****Responsibilities:**

- ❖ Oversee the transportation of goods and ensure timely delivery.
- ❖ Manage vehicle fleet, scheduling, and route optimization.
- ❖ Coordinate with suppliers and vendors to maintain logistics efficiency.
- ❖ Supervise loading/unloading operations and ensure adherence to safety standards.
- ❖ Supervised a team of 250 drivers, ensuring adherence to safety protocols and delivery timelines.
- ❖ Maintained vehicle logs and inspection reports to meet compliance standards.
- ❖ Scheduled preventive maintenance to reduce vehicle downtime.
- ❖ Achieved a 98% on-time delivery rate through efficient planning

Transporting Incharge & Accounting and Logistics Head | 2017-2020**Gautam Freight Pvt. Ltd.(Friends Group)- Gandhidham****Responsibilities:**

- ❖ Supervised day-to-day transportation activities and ensured smooth operations.
- ❖ Managed accounts related to transportation costs and payments.
- ❖ Led a team of drivers and logistics staff, ensuring adherence to company policies.
- ❖ Ensured compliance with government transport regulations and maintained necessary documentation.

Transporting Supervisor | 2016-2017

Gupta Global Exim Pvt. Ltd.

Responsibilities:

- ❖ Managed transportation schedules and coordinated with clients.
- ❖ Ensured proper documentation and compliance with shipping regulations.
- ❖ Monitored transportation expenses and provided reports to management.
- ❖ Assisted in resolving logistics-related issues and improving service efficient

Skills & Expertise

- ❖ Logistics & Transportation Management
- ❖ Fleet Operations & Route Planning
- ❖ Accounting & Financial Supervision
- ❖ Team Leadership & Coordination
- ❖ Compliance with Transport Regulations
- ❖ Budgeting & Cost Control
- ❖ On-Site Problem Resolution
- ❖ Insurance & Claims Management
- ❖ Fleet Damage Assessment & Coordination
- ❖ Accident Spot Visit & Emergency Response
- ❖ Strong Work Ethic & Reliability
- ❖ Strong Knowledge in Excel

Languages

- ❖ Gujarati- Read, Write & Speak
- ❖ Hindi- Read, Write & Speak
- ❖ English- Read & Write

Hobbies

- ❖ Traveling and exploring new places
- ❖ Always ready to learn new things
- ❖ Learning new software tools
- ❖ Interest in electronics