

CURRICULUM-VITAE

PARDEEP SHARMA

**H.No. – S-117 Telipara B
Nahari Ka Naka Shastri Nagar
Jaipur (RJ)-302016
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CARRER OBLECTIVE

- To utilize my analytical ability and development skills towards the implementation and successful execution of the Logistics program, project and to contribute creatively to the organization's growth by effectively using the conceptual and knowledge gained through education & experience.

EDUCATIONAL QUALIFICATION

- High School from H.B.S.E. Bhiwani.
- Intermediate from H.B.S.E. Bhiwani.
- Graduation in B.Com. from M.D.U. Rohtak
- M.B.A. in Operation from M.D.U. Rohtak

PROFESSIONAL QUALIFICATION:

- Basic Knowledge of Computer (MS OFFICE, INTERNET & MS DOS)
- Presently working in ERP SAP GRN entries, RG1, STOCK TRANSFER through MIGO.

STRENGTH

- Hard worker & grown from ground level.
- Determination, Team Spirit, Goal-Oriented & Co-operation, Target hunger.
- Understanding when to work in team and work alone, Leadership & planning.
- Quickly absorb and retain new information and procedures, Up-gradation attitude.
- Above all a smile, this gives me the confidence in self.
- Sincere & Punctual.
- Honest, hard working, Willingly, Shouldering the responsibilities, Adaptable in every environment.
- High energy levels with 'never say die' attitude.

EXPERIENCE:

- 6 years in Asia's largest Transport Co. TRANSPORT CORPORATION OF INDIA LTD as a Branch Incharge.
- 4 year in Asia's largest glass manufacturing co. HINDUSTHAN NATIONAL GLASS & INDUSTRIES LTD as an Executive Warehouse.
- 12 year in SAFE LOGISTICS SOLUTION as a Branch Head

JOB RESPONSIBILITY

1. IN TRANSPORT CORPORATION OF INDIA LTD:-

- Check the account on daily basis.
- Increase the Booking and Delivery of branch.
- Maintain the stock as per books records.
- Maintain the Log Book.
- Searching for new customer.
- Handling customer complaint and solve them.
- Arrange the vehicle for dispatch the material to Transshipment and direct to Party destination.
- Billing and collection from customer.
- Freight negotiation.
- Co-ordinate with controlling office.

2. IN HINDUSTHAN NATIONAL GLASS & INDUSTRIES LTD

FINANCIAL

Frigh negotiation with al Transporter and Union for new location and at the time of hike in diesel price.

PORCESS

- To ensure that production of bottles on all lines are properly booked in system.
- To ensure that the finished goods are properly packed, finished and shifted safely to respective godowns.
- To ensure proper stacking of finished goods in godowns.
- To ensure effective dispatch of finished goods in line with marketing department's requirement with utmost customer satisfaction.
- To ensure accuracy in generation of dispatch related documents like Loading Slip, Excise Invoice, and Road Permits etc.
- To control breakages and wastages in all respect.

CUSTOMER

- To ensure sound co-ordination with marketing department for achieving the targeted sales.
- To ensure that contractor's bills are timely sent to Account department duly checked and verified.

PEOPLE

- Constant support and motivation to subordinate to ensure developing a strong and motivated team who can handle any level o challenges.
- To ensue development of subordinates or higher level responsibilities.
- Imparting training to subordinates and workers to ensure capability developments in their respective fields.

MISC

- Preparation of material's loadability as per vehicle loading capacity to ignore over loading and over height.
- Co-ordinate with Production Department for production planning.
- Co-ordinate with Shrink film making department for next day usage and production.
- Co-ordinate with all Godown's Supervisor for stacking position and material handling.
- Concern with contractor for labour for Packing, loading, stacking and transshipment.
- Working in ERP SAP creating Excise Invoices and Making GRN Entries through MIGO, and other ERP entries related to production, stock transfer and dispatch.

3 IN SAFE LOGISTICS SOLUTION

- Handle whole branch operation
- Searching new customer.
- Billing & Collection
- Handle company own fleet
- Provide vehicle to customer in time ensure timely delivery.
- Freight Negotiation.

PERSONAL DETAILS

Father's Name	:	Sh. Ramphal Sharma
Date of Birth	:	11 th Nov. 1982
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Language Known	:	English & Hindi
Notice Period	:	15 DAYS

I declare that the information given above is true and correct to the best of my knowledge.

Date:

(PARDEEP SHARMA)

Place: