

# ANSHUL DWIVEDI



## PERSONAL DETAILS

DELHI/NCR

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Date of birth: December 9, 1993

## PROFILE

Currently, working with M/s. Automat Industries Pvt. Ltd., Sahibabad, Ghaziabad as Dispatch Executive Till Date.

I have a 7 years of experience in logistics & dispatch executive position & have been coordinate the sales team and to book the Materials to Transport accordingly.

Also Good Experience in Store-Job-work (dealing in metals of Raw Material to the vendors).

## EDUCATION

**BA**

Subharti University, Meerut

2018 - 2020

**MBA**

Suresh Gyan Vihar University, Jaipur  
Specialisation in Logistics

2022 - 2023

## SKILLS

Logistics Coordination

Inventory Management

Data Entry

Warehouse Management

Load Optimization

Fleet Management

Transportation Management

Problem Solving

Vendor Management

Route Planning

Supply Chain Optimization

Communication Skills

Safety Compliance

Dispatch Operations

Order Processing

Team Collaboration

Negotiation

Documentation

## LANGUAGES

Hindi, English

## HOBBIES

■ Traveling

■ Cricket

■ Driving

## WAREHOUSING

- Sort, pack, crate and package materials and products.
- Maintain inventory records.
- Disposes of Dead stocks according to the orders.
- Conducting stock count.
- To make teams of supervisors and labours for quick lifting and loading of materials in the designated vehicles for the timely deliveries.
- Inventory maintain for all incoming and outgoing goods.
- Taking care of the collection of raw material & distribution the material to the end point of consumption.

## INVOICING AND DOCUMENTS CONTROLLING

- Create inbound and outbound delivery.
- Maintain E-invoice and E-way bill.
- Documents Controlling.
- Using Busy Software for GRN (Raw Material).

## TRANSPORTATION AND SHIPPING MANAGEMENT

- Choose transportation & Vehicle for Delivery based on factors such as size, cost and accordingly sales dept.
- Check vehicle Documents like :- RC, Insurance, Pollution, Fitness.
- Check daily basis pod & delivery reports.
- Maintain Sales and pod report in excel and to mailed all the concerns person.
- coordinate with transporters for providing the appropriate vehicles as per volume and nature of goods.
- Coordination between sales branch department & transporters.
- Transportation bills check and forward to the finance dept.
- Ensuring proper packing and marking the labels on boxes/invoices/waybill/e-invoices and other relevant documents related to the parties or other departments.
- To ensure the dispatch area to clean and safe.
- Order distribution and follow up with transporters for on the time vehicle placement.