

SUBE SINGH

Contact

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Objective

Looking for a challenging career in the field of Logistics management, providing an opportunity for continuous learning, value addition, and improvement by applying skills and knowledge.

Education

12th pass out from BSEH

Work Experience

Supervisor - Branch Head, TCI Express Ltd

May 2023 - Jan 2025 (1 yrs 9 mos)

Ghaziabad Uttar Pradesh, India

Key Responsibilities:

Branch Leadership: Lead the overall operations of the branch, manage staff, and ensure achievement of business targets and service standards.

Logistics Operations: Oversee end-to-end logistics activities including pickups, transit, and final deliveries. Ensure timely dispatches and efficient route planning.

Customer Relationship Management: Coordinate with clients for scheduling, issue resolution, and regular follow-ups to ensure satisfaction and long-term business relationships.

E-Invoicing & Documentation: Ensure accurate and timely processing of e-invoices, e-way bills, and all relevant shipment documentation.

Team Management & Development: Supervise and guide team members, conduct on-the-job training, and drive performance for better branch efficiency.

MIS & Reporting: Prepare and share daily, weekly, and monthly operational and performance reports with higher management.

Compliance & Safety: Ensure adherence to company policies, regulatory guidelines, and implement best practices in cargo handling and operational safety.

Branch Incharge, TCI Express Ltd

Apr 2021 - Apr 2023 (2 yrs 1 mos)

Ayodhya Uttar Pradesh, India

Responsibilities: Customer Relationship Management (CRM), Export

Documentation,

Export Finance, E-invoicing, Cargo operation, International Marketing,

Import/Export

Operations, Invoicing.

Operation Assistant, TCI Express Ltd

Aug 2018 - Mar 2021 (2 yrs 8 mos)

Gorakhpur, Uttar Pradesh, India

Responsibilities: Dispatch, Customer Relationship Management (CRM), Delivery, Invoice Finance.

Air Cargo Assistant, TCI Express Ltd

Sep 2017 - Jul 2018 (11 mos)

Lucknow, Uttar Pradesh, India

Responsibilities: Cargo Operations, Air Freight, Cargo Security, Project Cargo, Cargo Handling, Cargo Insurance - Air delivery.

Trainee Assistant, TCI Express Ltd

Jan 2017 - Aug 2017 (9 mos)

Lucknow, Uttar Pradesh, India

Skills

Branch Leadership

Customer Relationship Management (CRM)

E-Invoicing & Documentation

Logistics Operations

MIS & Reporting

Team Management & Development

Compliance & Safety

Personal Details

Father Name: Late Sh Shailender Singh

Date Of Birth: 18-JUL-1994.

Nationality: Indian

Sex: Male

Religion: Hindu

Marital Status: Married

Mailing Address: Sube Singh S/O: Late Sh Shailender Singh,

Village Siswal Post: Siswal Teh. Adampur Distt-Hisar [HR]

125052 India

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Declaration

I hereby declare that the above mentioned information is correct to best of my knowledge & belief.

Place:

Date:

[Sube Singh]