

-CURRICULUM VITAE-

{AMIT SHANKAR JAISWAR}

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Career Objective: -

To get a suitable position in a progressive organization with a scope of career advancement so as to contribute its progress by synergizing my hard work and sincerity with available resources of the organization.

Educational Qualification: -

❖ **Highest Educational Qualification: -**

Mumbai University

Bachelor of Commerce [B. Com]

Graduated: In May 2009

❖ **Technical System Knowledge: -**

- Well versed with Ms-Office (V-look up & Pivot table, advance excel, PPT).

PERSONAL DETAILS: -

*** *Date Of Birth: 04/05/1989***

*** *Marital: Married***

*** *Nationality: Indian***

*** *Gender: Male***

*** *Hobbies: Reading Books***

*** *Language known: Hindi, English & Marathi***

.....Key Skill.....

Logistics Supply Chain

- > Warehousing
- > Inward & outward
- > Dispatched
- > Inventory Management & Reconciliation.
- > ERP
- > Oversight Manpower
- > Vehicle Tracking
- > Delivery Follow-up
- > Driver coordination
- > All India Hub & Branches Coordination
- > MIS & Reporting

-----Experience-----

Organization -V-Trans India Ltd | INDIA, Mumbai

OPERATION-EXECUTIVE | DEC,2023 -TO JULY,2025

(Department – Control Tower)

Key Responsibilities (Reporting to Operation Manager)

- Vehicle Tracking & Exception Management
- Monitor network vehicles using GPS platforms & live calling thru driver.
- Log and escalate exceptions like unscheduled stops, breakdowns, and accidents.
- Raise alerts for any potential disruptions such as political unrest or natural calamities impacting network movement
- Track high value/high-risk shipments and vehicles in sensitive zones with focused attention
- Generate and update exception records in portals or tracking systems, ensuring follow-through until closure.
- Performance Monitoring & Reporting of vehicle TAT.
- Monitor network timeliness and support push-pull efforts for delayed vehicles to maintain schedules.
- Capture vendor performance related to transit times.
- Immediately call to vendor regarding delay vehicle & maintain log book send to management on daily basic.
- Coordinate with all pan India all hub & branches related daily movement on inward & outward shipment and prepare report in daily basic.
- Prepare and publish timely MIS reports to HOD on daily basic

Organization – Kool Ex Cold Chain LTD – MAJID BUNDAR -MUMBAI
MIS EXECUTIVE-OPERATION | 2019-2023

Key Responsibilities (Reporting to Director)

- (1) Vehicle Tracking -on call to driver, branches and Gps.
 - (2) Delivery Tracking - Checking whether delivery is done or not as per given time every day and maintain records.
 - (3) Vehicle Temperature Monitoring- of multiple temperature & found any break down inform to maintains team.
 - (4) Pod Tracking- every day with the help of driver and branch and taking it to head office.
 - (5) Client Query- Solving customer's issue regarding delivery or pod
 - (6) MIS Report -Making Different types of MIS report for management purpose
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Organization - TVS Supply Chain Solutions LTD

WAREHOUSE OFFICER | 2018-2019

Key Responsibilities - Reporting to Warehouse Manager

- (1) Managing the movement of goods, materials, and resources throughout the supply chain.
- (2) Coordinating transportation activities.
- (3) Overseeing warehouse operations, ensuring proper storage, labeling, and inventory management.
- (4) Maintaining accurate inventory records and optimizing stock levels.
- (5) Ensuring the implementation of operational and non-operational processes in line with customer and organizational requirements.
- (6) Monitoring and evaluating KPIs to assess performance and identify areas for improvement.
- (7) Interacting with customers, addressing their needs, and resolving any issues or escalations.
- (8) Team management In some roles, managing and mentoring a team of logistics professionals.
- (9) Ensuring adherence to safety regulations and procedures within the warehouse and transportation operations.

Organization -SPARK LOGISTICS PVT LTD | BHIWANDI -MUMBAI

WAREHOUSE ASSISTANT MANAGER | 2015-2018

Key Responsibilities - Reporting to Manager

- (10) Maintaining Order entry Book.
- (11) Dispatch entry on daily basis of dispatches to customer.
- (12) Co - ordinate and self-communication with the Transporter.
- (13) Dispatch planning with related to Customer Schedules
- (14) Responsible for warehouse activity for timely dispatch for goods and ensuring smooth operations for all the clients as per Role.
- (15) Managing Daily Couriers.
- (16) Supervision & management of the laborer's'.
- (17) Maintain an all record properly (Grn copy , Dispatch Copy, Stock Transfer & other)
- (18) Physical stock checking on monthly basis.
- (19) MIS Report- Preparing daily reports and send it to the reporting authority on a daily basis

Organization - RK FOODLAND PVT LTD | BHIWANDI-MUMBAI
WAREHOUSE SUPERVISOR | 2013-2015

Key Responsibilities - Reporting to Manager

- (1) Supervising during stock inward and stock outward.
- (2) Handling manpower (labours) & utilize in proper way.
- (3) Delivery tracking with transporter
- (4) Handling Reverse logistics.
- (5) Maintaining complain register & issues solving.
- (6) Sending stocks to Vendor for reworking
- (7) Preparing OFR (Order fill rate)
- (8) E-Mail communication with customers for approvals, issue clearance etc.
- (9) Preparing activity report and MIS report daily bases & sending to concern team.

Organization - PAREKH INTEGRATED SERVICES PVT | -BHIWANDI-MUMBAI
SYSTEM OPERATOR | 2012-2013

Key Responsibilities - Reporting to Key Account Manager

- (1) Supervising during stock inward and stock outward.
- (2) System entry of Grn Inward & making goods invoice outward in Erp software.
- (3) Preparing activity report and MIS report daily bases & sending to concern team.

Organization- AXIS CARRIERS & LOGISTICS PVT LTD | THANE -MUMBAI
SYSTEM OPERATOR | 2010-2012

Key Responsibilities - Reporting to Account

- (1) Vehicle trip sheet entry in erp software.
- (2) Maintain driver record in system.

Place-

Date-

Amit Jaiswar