

SATENDER ATTRI

VPO.Dhanana - 1

Distt. Bhiwani (HARYANA)

Pin code.127031

Contact No:- +91-9909999284

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Career Objective- : Seeking managerial assignments in Logistics Management / Supply Chain Management with growth oriented organization

Career Summary

- ↻ A result oriented professional with nearly 8 years experience in Logistics Billing & Operations.
- ↻ A strategic planner with adeptness in implementing cost reduction measures to achieve saving in terms of material & labours.
- ↻ Skilled at handling day-to-day activities in co-ordination with internal / external departments for smooth business operations.
- ↻ Possess excellent interpersonal & negotiation skills.

Key Skills

**Operational Planning
Freight Billing/Billing (SAP)
Warehouse Management**

**Logistics / Transportation
Last Mile Operations**

Working Experience

**Chetak Logistics Ltd
Beeta Logistics Pvt
Ltd**

**Billing Manager
Billing & Operations
Manager**

**Since October-2016 to July 2024
Since August 2024 to
Till Date**

Company profile: Chetak group is pioneer in Logistics and supply Chain solutions in India, offer custom designed logistics services to its customer.

Responsibilities –

- ↻ Monitored and Controlled Receivables and dispatches.
- ↻ Prepared Daily inward, outward and inventory reports and provide same on regular basis to clients as well as management. Informed concerned department in case of discrepancy found (short, excess and damage) in consignment including vendors.
- ↻ Responsible for all the operations and logistics function for all our India.
- ↻ As an operation Manager responsible to oversee day to day office management tasks.
- ↻ To Plan and coordinate with warehouse for dispatching of goods.
- ↻ Working closely with clients/suppliers and Transport companies to ensure service level are maintained and customer satisfaction are achieved.
- ↻ Ensuring timely billings to customer as per their given PO and deliveries of billed material as per their requirement.
- ↻ Making arrangements of transporter for Local & upcountry shipments as per the requirement considering cost factor.
- ↻ Submission of received bills from transporters to account department for payment after proper verification.
- ↻ Prepare MIS and ensured flow of same to concerns on regular basis.
- ↻ Maintained stock / inventory stacked in a proper way to be easily accessed ensuring optimum utilization of warehouse space.

- ↪ Ensured that acknowledgments are proper and received for all the dispatches and filed properly for future reference.
- ↪ Ensuring proper filling of document as per the company guideline and requirements.
- ↪ Submission of received bills from transporters to account department for payment after proper verification.
- ↪ Maintained stock / inventory stacked in a proper way to be easily accessed ensuring optimum utilization of warehouse space.
- ↪ Addressing customer queries & complaints/resolving them on time after consultation with concern department.

Commercial functions

- ↪ Negotiating for new transport contract. Following up for Monthly Bills with the Transporter along with POD/verification of the same and onwards. Following up with HO for timely Payments.
- ↪ Administrative purchases/requisitions and accounting day to day expense on warehouse level.
- ↪ Reconciling account with Transporter. Maintained stock / inventory stacked in a proper way to be easily accessed ensuring optimum utilization of warehouse space. Addressing customer queries & complaints, resolving them on time after consultation with concern department.
- ↪ Ensuring Safety norms are maintained E.g. Fire Extinguishers re-filling, training, exit path clearance. Signage etc.

Education Qualification:

- B.com Passed from MDU, Rohtak.
- 12th Passed from HBSE with Commerce Stream.
- 10th Passed From **Haryana Board of School Education.**

Compute proficiency:

Computer (MS-office, Window 95/98/2000 & Window XP also in E-Mail & Internet) & Knowledgein SAP.

Transportation information Management Software (TIMS/ORACLE/ERP).

Personal profile:

Father's Name	Shri Phool Kumar
Date of Birth	02— March—1994
Marital Status	Married
Language known	English & Hindi
Hobbies	Listening Music.
Permanent address	VPO. Dhanana 1st Distt. Bhiwani (Haryana) Pin No. 127031

Date:

Place:

Satender Attri

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