

NIRANJAN SINGH RATHORE

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Address: Chandra Shekhar, Bhilwara, Rajasthan

CAREER OBJECTIVE

Dedicated and detail-oriented Dispatch Executive with hands-on experience in FMCG operations, specializing in daily dispatch coordination, billing management, and inventory control. Committed to ensuring smooth logistics flow and on-time delivery with accuracy and efficiency.

PROFESSIONAL EXPERIENCE

RCM Consumer Products Pvt. Ltd. — Junior Executive – Dispatch & Billing Department

Bhilwara, Rajasthan | Jan 2022 – Present

Key Responsibilities:

- Manage daily dispatch operations, coordinating with warehouse and transport teams to ensure timely deliveries.
- Handle billing operations, invoice generation, and documentation for all outgoing shipments.
- Monitor stock levels and maintain coordination with SCM and production teams.
- Verify dispatch documentation including LR, invoice, gate pass, and e-way bills.
- Ensure compliance with FMCG dispatch protocols and company standards.
- Prepare daily, weekly, and monthly dispatch and billing reports for management.
- Collaborate with sales and accounts departments for order tracking and reconciliation.

Key Achievements:

- Improved dispatch accuracy by 15% through process optimization.
- Reduced billing discrepancies by implementing systematic document checks.
- Successfully managed high-volume dispatches during festive seasons with zero delays.

EDUCATION

Bachelor of Commerce (B.Com)

MLV College, Bhilwara

Higher Secondary (12th Class)

Noble International School, Bhilwara

SKILLS

- Dispatch & Logistics Management
- Billing & Invoicing
- Stock & Inventory Control
- ERP & MS Excel Proficiency
- Documentation & Reporting
- Team Coordination
- Problem-Solving & Time Management

PERSONAL DETAILS

- Date of Birth: [Add your DOB]
- Languages Known: Hindi, English
- Marital Status: [Optional]
- Nationality: Indian

DECLARATION

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

Date: _____

Place: Bhilwara

(Niranjan Singh Rathore)