

# PANKAJ SINGH YADAV

+91 8754931807    pankajsinghyadav520@gmail.com

Madhavaram, Chennai – 600060



## WORK EXPERIENCE

### Assistant Manager – Operations, Traffic & Sales

#### Associated Deltaway Logistics Pvt. Ltd.

##### (A Division of Golcha Group)

27 October 2025 – Present

##### Key Responsibilities:

- Overseeing end-to-end logistics operations to ensure smooth, timely, and accurate workflow.
- Managing operations, traffic coordination, and sales activities to support business growth and customer satisfaction.
- Coordinating with clients, transport vendors, drivers, and internal departments for seamless dispatch and delivery execution.
- Monitoring vehicle movement, tracking shipments, and resolving operational or transit-related issues proactively.
- Handling documentation, billing support, MIS reports, and maintaining all logistics-related communication.
- Ensuring compliance with company policies, safety standards, and timely completion of operational tasks.
- Supporting senior management in planning, process optimization, cost-control, and team coordination.
- Prepare and deliver sales presentations, service quotations, and customized logistics solutions.
- Achieve monthly and quarterly sales targets by converting leads into successful business orders.

### Assistant Manager – Operation & Traffic

#### Surat Goods Transport (A Division of Total Group)

January 2021 to August 2025

##### Key Responsibilities:

- Managed full-scale logistics operations, fleet deployment, route planning, trip sheet control, and manpower management across multiple regions.
- Ensured operational readiness through effective fleet utilization, on-time dispatch, and 100% service accuracy.
- Coordinated with customers, transporters, warehouses, and internal departments to ensure shipment visibility and timely delivery.
- Developed market strategies, conducted vendor development, and improved business opportunities through competitive procurement.
- Monitored shipment flows, addressing COD/FOD/DACC issues and.

### Senior Executive – Traffic

#### NISSIN ABC Logistics Pvt. Ltd.

December 2018 to 2020 December

##### Key Responsibilities:

- Planned outbound logistics with optimized trailer utilization and cost-efficient routing.
- Monitored cargo status, ensured on-time movement, and resolved operational delays proactively.
- Prepared daily MIS, dispatch status reports, freight cost analysis, and operational performance summaries.
- Coordinated with customers, warehouses, and transporters for smooth day-to-day operations.
- Ensured compliance with safety guidelines, documentation requirements, and service-level commitments.

## PROFESSIONAL SUMMARY

Highly dedicated and performance-driven Logistics & Operations Professional with over 13+ years of experience in transportation management, freight operations, fleet coordination, vendor management, customer handling, and supply-chain execution. Skilled in strategic planning, market analysis, client relations, and cost optimization. Seeking a challenging position where I can utilize my expertise to drive operational excellence, reduce costs, and strengthen organizational growth.

## EDUCATION

### Graduate in Arts

Rajarshi Tandon Open University, Uttar Pradesh

### Intermediate (Science)

UP Board

### High School (Science)

UP Board

## CORE RESPONSIBILITIES

- Customer Relationship Management
- Market Mapping, Segmentation & Analysis
- Business Development & New Client Addition
- COD/FOD/DACC Issue Handling
- Vendor Management & Freight Negotiation
- Route Planning & Fleet Optimization
- Warehouse Transportation (Local, Non-Local & PTL)
- Cost Control & Maximum Capacity Utilization
- Staff Supervision & Team Leadership
- Billing, Invoice Verification & Shipment Documentation
- Strategy Planning & Operational Compliance
- Safety Standards & Regulatory Compliance

## Logistics Executive – Traffic,

### Apollo Supply Chain Pvt Ltd

September 2018 to December 2018

Responsibilities:

- Supported dispatch planning, fleet scheduling, and shipment coordination for key clients.
- Ensured timely load movement, documentation accuracy, and escalation handling.
- Worked closely with operational teams to maintain service quality and shipment integrity.

## Operations Executive – Logistics

### TCI Freight (Transport Corporation of India Ltd.)

2011 – August 2018

Key Responsibilities:

- Managed FTL / LTL operations, fleet planning, and route allocation for local & national movements.
- Coordinated directly with customers for requirement handling, shipment updates, and issue resolution.
- Oversaw warehouse loading, unloading, and cross-docking for both local and upcountry shipments.
- Ensured zero-error documentation including LR creation, freight bills, trip sheets, and POD tracking.
- Monitored fleet movement, fuel usage, transit TAT, and ensured safety compliance.

## DECLARATION

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

**(Pankaj Singh Yadav)**

## COMPUTER SKILLS

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- MS Office (Excel, Word, PowerPoint)
- Internet Savvy
- Strong knowledge of computer operations

## STRENGTHS

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- Strong leadership and team-management skills
- Excellent negotiation and cost-optimization ability
- Deep knowledge of logistics, fleet, and traffic operations
- Detail-oriented with strong strategic planning skills
- Effective communication and analytical problem-solving
- Skilled in multi-level coordination across teams and vendors

## LANGUAGES

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- English
- Hindi
- Tamil

## PERSONAL DETAILS

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**Marital Status** : Married

**Date of Birth** : 20/08/1993

**Nationality** : Indian