

## **Vipin Shukla**

Vill-Surseni, Post-Tilhapur, Dist-Kaushambi

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## **Career Objective**

A highly motivated professional with extensive experience in branch management and logistics operations. Seeking to contribute my skills, knowledge, and talent to an organization where I can add value and help achieve the company's goals.

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### *Key Responsibilities:*

1. *Operational Management:*
  - *Oversee day-to-day branch operations, including warehousing, transportation, and distribution.*
  - *Ensure that goods are delivered on time and in good condition.*
  - *Coordinate shipments, deliveries, and pickups with customers and suppliers.*
  - *Monitor inventory levels and ensure proper stock control.*
2. *Staff Supervision:*
  - *Manage and lead a team, including warehouse staff, drivers, and administrative personnel.*
  - *Assign tasks and ensure team members adhere to schedules and deadlines.*
  - *Provide training and development to improve staff performance.*
  - *Implement health and safety regulations and procedures.*
3. *Customer Service:*
  - *Serve as the point of contact for customers regarding shipments, delays, and service inquiries.*
  - *Ensure that customer expectations are met by maintaining high service levels.*
  - *Handle complaints and work to resolve issues related to delivery or service.*
4. *Financial and Budgetary Control:*
  - *Monitor branch financial performance, including budgeting, cost control, and profitability.*
  - *Ensure branch operations are cost-effective, reducing waste and improving efficiency.*
  - *Prepare financial reports and forecasts for senior management.*
5. *Compliance and Safety:*
  - *Ensure all operations comply with company policies, industry standards, and legal requirements.*
  - *Oversee safety regulations, including ensuring proper handling of goods and workplace safety.*

- *Implement and monitor quality control measures.*
- 6. *Logistics Strategy and Planning:*
  - *Develop and implement operational strategies to improve branch efficiency and performance.*
  - *Work closely with the supply chain team to optimize processes, reduce costs, and improve logistics operations.*
  - *Analyze logistics metrics and performance data to identify areas for improvement.*
- 7. *Vendor and Supplier Management:*
  - *Establish and maintain relationships with transport providers, suppliers, and contractors.*
  - *Negotiate contracts and manage service level agreements with third-party logistics providers.*
- 8. *Reporting and Communication:*
  - *Regularly report branch performance metrics to regional or corporate management.*
  - *Communicate operational challenges, successes, and opportunities for improvement.*
  - *Coordinate with other branches or departments to ensure smooth logistics operations.*

*Skills and Qualifications:*

- *Leadership and Management: Strong leadership skills to manage staff, make critical decisions, and maintain operational flow.*
- *Operational Efficiency: Knowledge of logistics, warehousing, and transportation management.*
- *Customer Service: Ability to maintain relationships with customers and suppliers, ensuring smooth service delivery.*
- *Problem-solving: Ability to resolve issues related to logistics and distribution effectively.*
- *Financial Acumen: Understanding of financial management, budgeting, and cost control.*
- *Compliance Knowledge: Familiarity with regulations related to logistics, transportation, and safety.*
- *Technology Proficiency: Experience with logistics management systems, tracking software, and reporting tools.*

## *Work Experience*

*Area Manager | Patanjali Parivahan Pvt Ltd (Hyderabad ) July*

*24 – Present*

*Branch Manager | Associated Road Carriers Limited (Bangalore)*

*Oct 2023 – July 24*

*Branch Manager | Abhay Logistics Private Ltd. (Gwalior)*

*July 2019 – Sep 2023*

*Branch Manager | Sugam Parivahan Private Ltd. (Kathmandu & Mumbai)*

*Aug 2013 – Feb 2018*

*Operations Clerk | Southern Road Carriers Ltd. (Amlai MP & Coimbatore)*

*Feb 2007 – Jan 2012*

## *Academic Qualifications*

- *Bachelor's Degree | Allahabad University | 2008*
  - *12th Grade | UP Board | 2005*
  - *10th Grade | UP Board | 2003*
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## *Computer Skills*

- *Proficient in basic computer operations and MS Office*
  - *Experienced in internet usage, email handling, and ERP systems for logistics*
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## *Personal Skills*

- *Adaptable to changing environments*
  - *Strong ability to prioritize tasks and work under pressure*
  - *Hardworking, honest, and quality-focused*
  - *Eager to learn and take on new projects*
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### *Personal Details*

- *Father's Name: Sh. Triveni Shukla*
- *Date of Birth: 24-07-1986*
- *Religion: Hindu*
- *Nationality: Indian*
- *Marital Status: Married*
- *Languages Known: English, Hindi, Bengali, Tamil, Nepali*

### *Declaration*

*I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief. I am committed to adhering to the rules and regulations of the organization where I am given the opportunity to work.*

*I would greatly appreciate the chance to further discuss my experience and qualifications in person. Given the opportunity, I am confident that my skills, hard work, and dedication will meet your expectations.*

*Thank you for your time and consideration.*

*Sincerely,  
Vipin Shukla*