

Shantanu Dixit

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📍 Dixit Niwas , Plot No 29, Rajendra Puram, Kesko Sub-Station Gangapur ,Phase 5, Yashoda Nagar, Kanpur (208011)

👤 Profile

To contribute to organizational growth and profitability through my skills and expertise while continuously developing a promising and successful career.

📁 Professional Experience

Operation Executive Ritco Logistics	09/2021 – Present Pata(Auraiya)
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- Coordinated truck indent process to streamline logistics and delivery schedules.
- Maintained accurate records and processed reports using MS Excel.
- Facilitated payment follow-ups, resolved discrepancies, and managed POD follow-ups.
- Prepared THC documentation and oversaw vehicle placement operations.
- Developed strong customer relations to enhance service satisfaction.

🎓 Education

Bachelor of Science Allahabad State University	07/2016 – 08/2019 Fatehpur
Intermediate UP Board	07/2014 – 08/2016 Fatehpur

📖 Courses

DCIP (Diploma In Computer Internet Programming) Data One Education Center	06/2017 – 10/2018 Jahanabad, Fatehpur
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- *Acquired strong skills in data analysis and visualization techniques using MS Excel, enhancing data-driven decision-making capabilities.*
- *Gained knowledge in network configurations and internet protocols, improving understanding of computer networking essentials.*

🧠 Skills

MS Excel Proficiency, Customer Relations, Logistics Coordination, Operations Management, Problem Solving, Data Entry, BTH Proposal Creation, Document Management, Payment Follow-Up, Vehicle Placement, Data Analysis, Report Generation, Time Management, THC Making, POD Follow-Up

🌐 Languages

Hindi
English

🔑 Interests

: Listening to music • Playing Cricket