

Ramchandra Yadav

Contact No.:

(+91) 8707269998
(+91) 9330212881

Contact Address Temp

54 B.T. Road Mochipara
P.O.Talpukur Titagarh
Kolkata -700119

E-Mail:

ramchandrayadav.yadav4@g
mail.com

Personal Data

F. Name :**Mr. Sant Lal Yadav**

Date of Birth: **02-Jul-1991**

Gender: **Male**

Nationality: **Indian**

Languages: **English, Hindi**

Marital status: **Married**

RESUME

OBJECTIVE

To obtain a challenging position that will provide me the path to show my professional skill in the development of my organization.

AREA OF SPECIALIZATION

Logistics/Supply of materials/ MIS / Back Office / Operation.

WORK EXPERIENCE

Current Employee- TOTAL Shipping & LOGISTICS PVT. LTD (From 23 Oct-24 to continue)

Designation- Warehouse Executive

1. Materials inward & Outward.
2. Inventory Maintain. (GRN,POD,BILTY,EWAY BILL, CHALLAN)
3. MIS Report daily Basis
4. Service Entry (Fare Mentioned)
5. Vehicle tracking updation.in Portal.
6. E Waybill Generation.
7. Raise invoice of Finish and Raw materials.

Previous Employee - EFC Logistics India Pvt. Ltd.(From 10 September 2018 To Sep-24)

Place - Kolkata head office

Designation - Logistics Executive (MIS)

Job Responsibilities ---

1. Handle Material inward and Outward ward.
2. All Documentation work (GRN,POD,BILTY,EWAY BILL, CHALLAN)
3. Vehicles Tracking MIS Report.
4. Proper Vehicle Loading and Unloading.
5. Vehicles Status Entry in ERP (Enterprise resources planning)
6. Make Other vehicles Report.
7. Handles Loading and unloading Issue company and Market Vehicles.
8. Daily Placement Report of Empty vehicles all over Branches.
9. Solve POD Pending issue all over Branches.
10. Driver Statement (handle petty cash)

Previous Employee–Varuna Integrated Logistics Pvt.Ltd (From 18 Sep 2017 To 31 August 2018)

Place-Balasore (Orissa)

Designation– Executive-Operation

Job Responsibilities –

1. Materials Receiving
2. Materials Dispatch From warehouse to party.
3. Materials properly dispatch to party good condition.
4. Manpower Payment Weekly.
5. Send e-mail of daily work Report.
6. Daily submit Proper Document.
7. Create E- Way Bill part 1 and 2.
8. Driver Advance Entry in ERP.

Previous Employer- Flipkart Ltd (From 24 July-2014 - To 30 August 2017.)

Place – Kolkata

Designation- Team Leader

Job Responsibilities –

1. Shipment Received and Shipment Issue.
2. Dispatch materials to team for Delivery.
3. Create (R.T.O) Return to mother Hub.
4. Create Miss Route of materials
5. Petty Cash.
6. R.V.P – Exchange Shipment.
7. Proper Document Submit.
8. Sent mail of morning and Evening Report.
9. Handle Cash (Received Cash from Delivery Boys)

Previous Employer-Glocal Healthcare Systems PvtLtd (from 21 Oct -2013 To 26.Apr-2014)

Company Overview: Glocal Healthcare Systems Pvt Ltd create a Hospital In Rural Areas for provide healthcare in minimum cost.

**Designation- Executive Supply Chain, MIS, Operation, Vendor developme
Logistics**

Place- Lucknow

Job Responsibilities

- 1 Maintain all the materials receiving and issue challan.
- 2 Materials transportation charge minimum cost.
- 3 Handling Daily Transportation charge and materials sending and receiving report
- 4 Maintaining Stock Register.
- 5 Follow up to Vendors for Materials delivery at the time.
- 6 Reconciliation of the materials every month.

ACADMIC QUALIFICATION

- 1 **10thIIst Div with 55.56% of marks.** From U.P. Board in **2009.**
- 2 **12th2nd Div with 56% of Marks.** from U.P. Board in **2011.**
- 3 **B. A. IIIrd Div.** from Varanasi University **2014 (English,Hindi).**

PROFESSIONAL QUALIFICATION

- 1 **Certified Industrial Accountant (CIA) from The Institute of Computer Accountants (ICA) Kolkata.**
- 2 **Language Knowladge: English,Hindi,Bengali (Speake,Write and Read)**

TECHNICAL KNOWLEDGE

- 1 **Excellent command On MS- Package & Internet.**
- 2 **Working knowledge of Tally ERP 9.0**

STRENGTH

I am diligent with a positive outlook towards life, always keen to learn more & more, especially things of my interest.

HOBBIES

Playing Cricket.

DECLARATION

I hereby certify that the information furnished above is authentic & complete to the best of my knowledge & belief.

Date -

Place -

Ramchandra Yadav