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## **PANKAJ SINGH**

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### **Career Objective:**

To emerge as a hard core supply chain Professional and prove myself as an important part of the organization by the achievement of given target and to work in challenging project that will utilize my educational background and expand my knowledge.

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### **Experience 4:**

Company : Haryana Roadline Carriers(H.R.C)

Location : Orissa & M.p

Duration : Feb-2024 to till Now.

Desnation : Project Manager.

Role : 1. Logistics.  
2. Managing Supply chain.

- Check vehicle and product availability at plant. Monitor execution of dispatch plan and movement of vehicles (using GPS).
- Provide basic safety training to the drivers like; DDT, Traffic Safety Rules.
- Responsible for planning effective logistical and cost-effective route management for effective control For Transport.
- Responsible for ensuring compliance with applicable transport safety regulations and safety standards related to company Requirement and also Transport Safety Manual.
- Managing the fleet management and drivers, drivers' training, maintaining the fleet in good condition and ensuring recommended preventive maintenance.
- Comply with audit requirements as also audit related compliances.
- Improve capacity utilization by optimizing the vehicle capacity to reduce Distribution cost.

### **Experience 3:**

Company : Pranish carriers LLP

Location : Gujarat

Duration : Sep-2021 to till January 2024.

Designation : Side Manager.

- Check vehicle and product availability at plant. Monitor execution of dispatch plan and movement of vehicles (using GPS).
- Provide basic safety training to the drivers like; DDT, Traffic Safety Rules, Fatigue Management..
- Responsible for evaluating technology that leads to transport efficiency, safety adherence and improving customer service.
- Responsible for planning effective logistical and cost-effective route management for effective control For Transport.
- Responsible for ensuring compliance with applicable transport safety regulations and safety standards related to company Requirement and also Transport Safety Manual.
- Managing the fleet management and drivers, drivers' training, maintaining the fleet in good condition and ensuring recommended preventive maintenance.
- Maintenance of VITT (Vacuum Insulated Transport Tanks) in sync with the business requirement.
- Comply with audit requirements as also audit related compliances.
- Procurement related activities related to Distribution
- Improve capacity utilization by optimizing the vehicle capacity to reduce Distribution cost.

### **Experience 2:**

Company : **Cryo Gas Movers Pvt. Ltd.**  
Location : ModiNagar (U.P)  
Duration : Oct-2020 to Sep-2021  
Designation : Regional Logistics Manager.

**Description :**

- Coordinating with the INOXAP and Dispatch team to check the daily dispatch plan.
- Contact with the drivers to ensure timely dispatch and deliver the product to the customer.
- Ensure all the Trucks fulfill the INOXAP transport safety standards.
- Ensure timely preventive maintenance of all the trucks.
- Providing daily advance to the drivers and maintaining the records of all financial transactions of the Maharashtra region.
- Reporting and investigating all incidents.
- Surprise visit to check the driver behaviour, seat belt, drink and drive, etc.
- Monitoring the trucks through Vehicle Tracking System (GPS).
- Ensure smooth running of the vehicle and arrange additional driver whenever required.

**Experience 1:**

Company : Bajaj Alliance Life Insurance  
Location : Delhi  
Duration : April-2017 to Feb-2019.  
Role : Sales and Marketing Executive

**Description:**

- Sales and marketing of company products through tele-calling.
- Noting important details of each conversation.
- Addressing clients' uncertainties, grievances and suggestions on call.
- Attending regular team meeting to clarify products details and latest updates.

**Educational Qualification:**

Course	Board	Institution	Passing Year
B.Sc &HHA	IHM(TOURISM)	NCHMCT(IGNOU)	2016
HSC	CBSE Board	AMS, Delhi	2013
SSC	CBSE Board	DSM, Delhi	2010

**COMPUTER SKILLS:**

- **Operating System :** Windows 98/ 2000/ 2003/ XP/ Vista/ 7/10
- **Packages Known :** MS Office,MS Excel ERP.
- Familiar with Internet Knowledge.

**PERSONAL DETAILS:**

**ADDRESS** : H No. 39 Block a kirari Delhi-110086  
**CONTACT NO.** : +91 - 7678173663  
**DATE OF BIRTH** : 22 Jan 1995.  
**SEX** : Male  
**MARITAL STATUS** : Married  
**NATIONALITY** : Indian  
**STRENGTHS** :

- Highly Competitive, Self starter who is organized, disciplined and goal oriented.
- Good communication skills demonstrated by ability to work with people with diverse backgrounds.
- Comprehensive mathematical knowledge with good problem solving skills. Good customer service skills with warm and pleasing personality.
- Quick Lerner and good Listener.
- Team player and having positive attitude.

**HOBBIES** :

- Listening Music.
- Playing cricket.

**LANGUAGES KNOWN** : English & Hindi

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**DECLARATION**

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

**Place: Delhi**

**Date :**

**Pankaj Singh**

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