

RESUME

Manish Kumar Sharma
Village–Bawwa, Post-Bawwa,
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Objective: To learn the trade, Develop Entrepreneurship skills and lead the team.

Strength: Confident, Ambitions and Goal Oriented.

Working Experience: As Operation Executive in Sangam Road Lines Pvt. Ltd at Rudrapur from March-2013 to 17-April-2015.

Working Experience: As Shift Incharge, Operation Incharge Hub Incharge in Sampark India Logistics Pvt Ltd. At Rudrapur Noida (CNH New Holend Tractor Company Coordinator) Faridabad from 26-Aug-2015 To 21-Dec-2021.

Working Experience: As Operation Manager and all systematic activity in Dharuhera Hub in Omcargo Logistic Pvt Ltd. From 01-January-2022 Continues.

• Taking care of the staff, handling material handling, overall responsibility of Train Air material, planning of vehicles in the hub, all these activities have been under my charge and I have performed them well within the limits of the company rules.

• Experience of working in computer TMS and ERP & FMS And word excel working.

Key Responsibilities: This is a responsible position as Hub Incharge with key tangible deliverables pertaining to logistic Operation, and network activities, reporting directly to head of Department, the results are as in this position are as follows.

Hub Distribution Operation: Monitoring overall operations of the Hub; responsible for planning and inbound and outbound operation.

• Arrangement and maintain the local deliveries and distribution to the respective hub.

• Formulating Standard Operation Procedures by studying the requirement, level, activities, Reporting formats, etc.

• Introducing vendors in the routes; calculating route wise cost on a monthly basis; ensuring all the vehicles are reached within the transit time.

• Arrangement and handle local & oda deliveries and collection of payment (Cod, Fod, Dod).

• Ensuring Service Performance of the hub should be at least 98%

• Loading and unloading as per ISO norms with banned and restricted goods.

• Implementing systems as directed by Corporate Head Office to improve efficiency and Accuracy of operations.

• Optimizing the vehicles scheduling, timely movement, review of weight loss and monitoring Shortage/excess/ damages & claims process.

• Capacity utilization and route planning.

• Operational Knowledge of 3pl, ILSP activities and Shift handling and 24*7.

• Overseeing overall operations of Hub including route cost all Express & Feeder Route, Expenses,

Vendor Development, etc.

•Supervising preparation of Monthly Vehicle Report, Missing Reports, Monthly Calculation of Loading & Unloading Material and THC & RTFER Report.

Addressing Pan India:

•Tin No, Vat Form, Road Permit (State wise) and the sale tax check posts Logistics.

•Appointing new vendors, sustaining the existing network and managing the supply chain; Ensuring timely dispatch of the goods.

•Devising efficient Logistics Management System to ensure delivery of the goods/shipments As per committed time lines and cost.

•Managing effective & efficient costing system resulting in cost reduction, business process And procedures for improving performances.

Transportation Management:-

•Providing direction, support & guidelines to a team for proper loading and unloading in tracks.

•Arrangement of vehicles and market vehicles if required during the peak.

•Handle the team of labours in warehouse for proper stacking and loading the material.

•Coordination and updating with drivers during journey.

•Communicating & maintaining healthy relations with all Clients and Vendors.

•Meeting and building healthy relations with Sales Tax Authorities & other Statutory Authorities.

•Managing Fleet, Driver, Truck Maintenance & Repair, Load Planning and Route Planning.

Warehouse Management:-

•Leading, training & monitoring the performance of team members to ensure efficiency in Operations and meeting of individual & group targets in warehouse.

•Utilization of warehouse space as much as possible.

•Stacking the material as per product nature.

•Coordinate with security officer for warehouse safety and security.

•Creating and sustaining a dynamic environment that fosters development opportunities & Motivates high performance in team members.

Educational Qualification:- B.A in 2012 from Maharishi Dayanand University Rohtak.

•Intermediate in 2009 from H.B.S.E Board, Bhiwani Haryana.

•Matriculation in 2007 from H.B.S.E Board, Bhiwani Haryana.

Personal Details:-

Name: Manish Kumar Sharma

Date of Birth: 09-Feb-1990

Father's Name: Sunil Kumar

Languages Known:-

English, Hindi

Hobbies:- Playing Games, Making Friend.

I hereby declare that all the above statements, given by me are true to the best of my Knowledge. _

(Manish Kumar Sharma)