**V. GOVIND RAO**

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ABOUT ME

I have a flexible approach to work and understand the importance of providing quality services through the company that I may represent, along with the confidence to make important decisions and the ability to exchange, analyze, and interpret correct information.

WORK EXPERIENCE

**Organization:** Rathi Bandhus Commercial Pvt Ltd (2022 To 2024)

**Job Title: Dispatch Head**

* Application of supply, transport and other label requirements prior to dispatch.
* Taking appropriate retention and adequate upkeep of required records and documentation.
* Assist in inputting stock movement sheets and received goods onto the MRP.
* Take up any other reasonable task requested by our line manager or Director.
* Responsible for Order processing & operate the shipments with suppliers, coordinate with sales team until the end customers.

**Organization:** Raj Transport Company (2020 To 2022)

**Job Title: Bilaspur Branch Office Manager**

* Responsible for Scheduling, meetings, and correspondence for senior management.
* Implement office policies and procedures to enhance productivity.
* Handle budgeting, expense tracking, and invoice processing.
* Ensure compliance with company policies and local regulations.
* Assigning workloads and daily tasks to Warehouse Associates.
* Communicating with B2BM Clients to answer shipping and receiving questions and troubleshoot any inventory problems.

**Organization**: Ajay Consultancy Services (2017 To 2020)

**Job Title: Warehouse Supervisor**

* Responsible for Overseeing receiving and dispatching procedures for shipments. Responsible for Order processing & operate the shipments with suppliers, coordinate with sales team until the end customers
* Warehousing, Transport, Monitoring under B2B deliveries.
* Inventory management &Logistical packaging.

**Organization**: Spot On Logistics Pvt. Ltd. (2014 To 2017)

**Job Title**: **Operation In charge**

* Responsible for Order processing & operate the shipments with suppliers, coordinate with sales team until the end customers
* Warehousing, Transport, Monitoring.
* Inventory management.
* Logistical packaging.

EDUCATIONAL QUALIFICATION

Higher Secondary Exam: 2010 National Open Schooling (NIOS)

High School Exam: 2004 Bharat Mata Higher Secondary School (CBSE)

COMPUTER KNOWLEDGE

Operating System All by Microsoft Windows, Basic MS WORD & MS EXEL & POWER POINT

PERSONAL INFORMATION

Date of Birth: 28th Nov 1987

Language Known: Hindi & English

Visa Status: On a Visit (25April 2025)