

# JUGAL KISHOR

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Competent and detail-oriented logistics professional with expertise in warehouse operations, supplies management, data reporting, issues handling, and material transportation. Strong code of conduct and interpersonal skills to take prompt actions according to the complexity of assigned tasks. Experienced in managing logistics teams to deliver performance-driven results.

## SKILLS

- Customer Service skills
- Research skills
- Communication skills
- Patience
- Adaptability

## PROFESSIONAL EXPERIENCE

### **Fulfilment And Shipping Specialist | Vinayak enterprises, Sardarshahr, India | July 2020 – September 2024**

- Worked in a high-intensity, fast-paced environment.
- Coordinated workflow on shipping floor and frequently requested to be trained in new areas.
- Complied with stringent safety guidelines and regulations.
- Responsible for setting up and preparing orders for domestic shipping.
- Prepares bills of lading, checks items to be shipped against work orders to ascertain that quantity, destination and routing are correct.
- Assisted customer with parcels for shipment, prepared records of shipment transactions.
- Politely assisted customers in person and via telephone.
- Operated a cash register for cash, check and credit card transactions with 100% accuracy.
- Took customer orders, gave pricing information and performed consultative selling to customers.
- Prepared parcels for pickup by delivery drivers and sorted incoming parcels.
- Packed, sealed, labeled and affixed postage to prepare materials for shipping.
- Receive and count stock items, record data manually or using computer.
- Run daily reports to determine shipping priorities, based on customer needs.
- Shipping and receiving.

### **Dispatcher supervisor | kapiraj creation pvt ltd, Surat, India | Feb 2019 – September 2019**

- Dispatched escorts as needed as well as supervise them.
- Driver scheduling & routing on daily basis client & customer service deliveries to client upon request inventory control on trailers & equipment.
- Lead the dispatch team and ensured daily operations were completed communicated closely with team members to resolve operational problem promoted.
- Dispatched the drivers accordingly to the workloads and their designated route areas.
- Make sure all routes are covered for the day.
- Maintain routes.

### **Junior Accountant | Vinod Kumar Garg & Associates, Jaipur, India | March 2018 – Dec 2018**



- Assisted with financial statement audits, liaising with external auditors and providing supporting documents.
- Understanding of tax regulations.
- Excelled in a dynamic and deadline-driven environment.
- Filling of GST and Income tax files.

**Junior Accountant | Jaiman & Associates, Jaipur, India | April 2017 – February 2018**

- Gained exposure to accounting theory, practices, and industry requirements.
- Prepared financial reports including balance sheets and income statements, invoices, and other documents.
- Assisted with research, filling, data entry, recording and maintaining accurate and complete financial records.

## EDUCATION

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**Secondary Education | Rajasthan State Board Of Education | Mandawa, India | May 2013\*\***

- Relevant Courses: Diploma in Tally

## PASSPORT DETAIL

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- Passport no: P5033121
- Issue Date: 28/09/2016
- Expiry Date: 27/09/2026
- Issue location: Jaipur, India