

Sahib SINGH

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Seeking career enrichments in Logistics and Supply Chains/MIS and Documentations with a growth oriented organization of high repute in Logistics and Supply chain sector.

Location Preference: Dubai or Sharjah

(UAE)

Summary

A competent professional with 14 years of experience in E-commerce , As a "Senior Executive" (Amritsar) and handling all Branches and WH in Punjab Well versed with the concepts of E-COMMERCE & SUPPLY CHAIN LOGISTICS. A keen Logistics Supply Chain.

Job Profile

- Responsible for Stock Inventory, Documentation, Handling dispatches , Managing Back-end operation of other warehouses.
- Handling transport operations, ensuring optimum inventory levels and timely delivery of materials and ensuring adherence to the quality.
- Handle the Last Mile Delivery Operations.
- Tracking all the vehicles movement through GPS SYSTEM.
- Responsible for vehicles provide through vender or other sources.
- Maintain the records of daily Mis report and prepare the vendor's bill through monthly Tpr.
- Handling the manpower according to delivery ,manage the route planning and distribute the load .
- Maintain the daily rooster of field executives and staff as well.
- Maintain the route planning according to pin code concerned.
- Ensure the proper delivery ,damage control and coordinating with line haul team from time to time.
- Support the team in case of any issue related to customer or area related issues .
- Collect the data from H.O. and provide the directions and policies to team regarding the smooth operation activities.
- Handled the branch cash receiving from customer and deposit the cash accordingly, maintain the petty cash records.
- Maintain the E.O.D. reports, exceptions reports(R.T.O. and misroute shipments) and execute the directions to sent the R.T.O. on priority basis to L.P.C.
- Handling the Stock reconciliation.

Past Experience

- 2 years Worked with "On Dot Courier and Cargo LTD" as a Branch manager From 2009 to 2011.
- 1 year at Amandeep Hospital As a Computer Operator from 2011 to 2012.
- 4 and half year at GO-JAVAS (JABONG) as a senior executive from 2012 to 2016 & handling 9 cities.
- 6 months with "WATERMELON" As a HR recruiter from 2016 to 2017.
- 1 Year worked with "INNOVITI PAYMENT SOLUTION PVT LTD As a "FSO" Technician from 2017 to 2018.
- 1 Year worked with Ehaat Limited " warehouse Incharge" From 2018 to 2019.
- 5 years worked with "Vishi Electronic India Pvt Ltd" As a State Head From 2019 to 2024

Educational Qualifications

- 10th From PSEB.
- 10+2 From PSEB.
- GRADUATE From PTU(Punjab Technical University) Amritsar.

IT Skills

- Operating System
- HTML
- MS office
- MS WORD
- C programing.

Personal Details

S/O : S. Davinder Singh

Date of Birth : 4th June 1988

Address : Muwaileh Sharjah

Language : English, Hindi, Punjabi.

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