




# Vikram Singh

Logistic Department | Quality Assurance

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Results-driven logistics professional with expertise in supply chain management, inventory control, and transportation coordination. Skilled in optimizing operations, reducing costs, and ensuring timely deliveries for seamless business efficiency.

## Work Experience

**Logistics Assistant - GRASIM INDUSTRIES LIMITED( ADITYA BIRLA GROUP)**   June 2023 - May 2024

Nagda, Madhya Pradesh, India

- Managed end-to-end supply chain operations, ensuring timely procurement, storage, and distribution of goods.
- Optimized inventory control and demand forecasting, reducing waste and improving operational efficiency
- Coordinated transportation and delivery schedules, minimizing delays and enhancing productivity.
- Implemented cost-saving strategies, reducing logistics expenses while maintaining service quality.
- Ensured compliance with industry regulations, maintaining safety, efficiency, and operational standards.
- Utilized logistics software and tracking systems, improving visibility and real-time decision-making.

## Education

**Bachelor of Commerce (B.Com) : Commerce**   CGPA - 62.50

2019-22 | Swami Vivekanand govt. Mahavidyalaya,Nagda ( Vikram University Ujjain )

## Technical Skills

**Software Proficiency:** MS Excel, MS Word, MS PowerPoint .  
**Tools Expertise:** Inventory management systems, Transportation management systems(TMS), Customer relationship management (CRM), Customs compliance tools .  
**Core Skills:** Warehouse Management, Data Entry, Supply Chain Understanding, Shipping Coordination, Basic Project Management

## Projects Experience

- Managed inventory and ensured timely delivery of goods.
- Assisted in scheduling transportation and coordinating with carriers.
- Handled paperwork and documentation for shipments.
- Provided administrative support to the logistics team.
- Communicated with suppliers and customers to track orders and resolve issues.