

AKASH BHUJANGRAO ADE

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CAREER SUMMARY

Operation Analyst working in logistics, holding an experience of 05+ years, specializing in optimizing supply chain processes and improving operational efficiency. Skilled in data analysis, inventory management, and route optimization. Proficient in using analytical tools and software to drive data-driven decision-making. Strong problem-solving abilities and excellent communication skills, fostering collaboration across departments. Committed to continuous improvement and adept at identifying opportunities for process enhancements to support business growth and customer satisfaction.

WORK EXPERIENCE

- Operations Analyst
M D Movers **June 2021-Present**
 - Being the first point of contact for all drivers.
 - Keeping proper record of vehicle movements, unloading issues
 - Ensure timely service and repairs of vehicles to avoid break downs,
 - Keep record of fuel consumption.
 - Responsible to submit the reports of the vehicle conditions daily Organize meetings
 - To ensure safe transportation of goods
 - Responsible for communicating the address and contact of raw material suppliers
 - Conduct training classes for drivers and site supervisors to ensure safety material
 - Maintaining TDN report, monthly MIS reports
 - Reviewing daily dispatch record

- Billing Executive
M D Movers **Sept 2018-May 2021**
 - Processed bills of loaded consignments.
 - Prepared month-end billing and monthly reports. Reviewing and editing pre-bills as per contract's requirement.
 - Interacted and communicated with clients. Researched and responded to inquiries regarding billing issues. Timely follow-up regarding bill payment.
 - Performed collection processes on all accounts that were assigned.
 - Assisted with preparation of work papers and confirmation letters, entry of accounts receivable invoices.

- Executive
M D Movers **Sep2016-Sep 2018**
 - Collection of all type of PODs (Inbound & Outbound), recovery of pending PODs
 - Collection of all type of payments (Advance/Balance)
 - End to End tracking of vehicles
 - Bill submission and payment follow up.

EDUCATIONAL BACKGROUND

- **Bachelor of Science (Computer Science)**
Yeshwant College of Information Technology
- **HSC**
S.S.P Junior College, Parbhani

Feb 2012

SKILLS

- SQL
- Microsoft Excel
- Microsoft Power point
- Microsoft Word
- 3PL Logistics

SOFT SKILLS

- Business Communication
- Team Management
- Problem solving
- Operations Management

PERSONAL DETAILS

Father's Name: Lt. Bhujangrao Ade

Mother's Name: Suman Ade

DOB: 01/10/1990

Nationality: Indian

Marital Status: Married

I here by declare all the information provided above are true to my sense.

Akash Bhujangrao Ade