RESUME

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**CAREER OBJECTIVE**

I am looking ahead to work in a professional, growth oriented organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to explore, innovate & excel in attaining organizational and my individual goals

**WORK EXPERIENCE:**

**Currently Working with Zakarto online services E-commerce (21st May 2017 to Till Now)**

**(More than 3.7 Year) As Sr. Logistic and Operations Executive**

Satisfying Manger needs & as per his requirements.

Solving vendor queries regarding orders and order issue.

Handling new vendor and existing Vendor.

Knowledge of Airway Bill & Invoice Generation for dispatching order.

Handling vendor payment related issue and logistic partner’s payment.

Maintaining all warehouse inventory Management & Stocks for all products & goods.

Dispatching International order and Domestic order without any delay.

Sending return product to vendor international and domestic (RTV).

Managing Team & whole warehouse.

**Shruti Creation online services E-commerce (1 Year)**

**As Sr. Operations Executive (May 2016 to May 2017)**

Processing the order for dispatch. (International and Domestic)

Maintaining Order Tracking Record

Handling Courier Bills and payment.

Handling other web-said E-commerce platform related new order and old order.

Link Amazon, Flipkart and Myntra.

Export new product listing on other web-said and maintain existing product stock.

Maintaining all warehouse inventory & Stocks for all products & goods  
Maintaining Import and Export Records.

Keep track record missing and unknown product.

**Mirraw online services pvt. Ltd E-commerce (1 Year 5 Months)**

**As Operations Executive (December 2014 to April 2016**

Processing the order for dispatch. (International and Domestic)

Solving vendor queries regarding orders and payout.

Solving product Quality issue (ISSUE TAG).

Maintaining partial dispatch sheet (partial dispatch TAG).

Sending return product to vendor international and domestic (RTV).

Keep track record missing and unknown product.

**Serco-Vodafone** **Post Paid (9 Months)**

**As Customer Support August 2013 to April 2014**

Solving telephonic queries of the customer

Handling First Time inquiry calls of customer

Selling of Vodafone Card to New Customer

Mentoring to New Agent for Process Knowledge

Handling CRM System

**Vyan Packaging Drinking Water (1 Year 7 Months)**

**Logistic and Operations Process January 2012 to July 2013**

Responsible for selling, closing, servicing and expanding the current customer base within an assigned territory.

Selecting sites for new development with a focus on multi-unit opportunities.

Managing relationships with suppliers, vendors, sponsors, internal clients and community partners.

Providing highly professional sales and marketing expertise and back up to sales representatives.

Working closely with distributor field teams to help lead strategic field initiatives.

Participating in district sales events as well as regional and national distributor trade shows.

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- |
| **Exam** | **Board/University** | **Year** |
| T.Y.B.com | Delhi board | 2014 |
| H.S.C | Mumbai | 2006 |
| S.S.C | Mumbai | 2004 |

**PERSONAL DETAILS**

Date of Birth : 20th Dec 1986.

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Language : English, Hindi, Marathi

**OTHER SKILLS**

Computer Skills: **MSCIT, MS OFFICE, VLOOKUP, HLOOKUP, Pivot Table.**

Operating system: - Software/ Hardware knowledge

Soft Skills: Team Worker, Hardworking, Result-Oriented

(PRADEEP AHIRE)