

MOHD UZAIR DIWAN

B-8 FARAH COMPLEX, NEAR SHAH-E-ALAM ROZA, AHMEDABAD, GUJARAT, INDIA
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Profile

- Competent and result oriented Management Professional with Good Communication skills.
- I seek a challenging position that provides opportunity for growth and learning.
- Primary objective is to establish career in Shipping and Logistics industry to achieve corporate excellence

Work Experience

Executive - Operations (Store Department)

March 2022 - August 2022

Busybees Logistics Solutions Pvt Ltd - (XpressBees)

- Here at Xpressbees, I was assigned to the Store department which basically was part of the Sourcing Team as well as Operations.
- I was looking over the Service Centres across Ahmedabad alongwith near by Cities and catered them with Stores.
- Stores basically were the vendors which helped the organisation with deliveries and pickups of the shipments.
- My duties included their onboarding and allocation of localities in which they would be delivering Shipments.
- Daily coordination with the Operations to plan manpower and utilising the efficiently.
- Lead generation with respect to Stores Management and Onboarding.
- Resolving Client escalations if in any ways related to Stores.

Associate - LMA Central

Aug 2020 - Nov 2021

Delhivery Pvt. Ltd.

- I was assigned to Last Mile Agents Department also known as Agent Program where i analyzed the capacity gaps of the Dispatch Centres and try to meet those gaps by handling Personnel efficiently.
- Work with management to plan and direct the work of the organization
- Acted as a work lead or supervisor to our vendors
- Provide daily assistance to the business operations team
- Coordinate all vendor management tasks inclusive of working with external vendors and internal employees
- Support on-boarding of new vendors/agents to the team and ensure correct transition with adherence to standard management processes
- In Delhivery, I learned to work well both independently and within group settings
- Additional responsibilities as assigned by supervisor
- Processing new agent hire paperwork
- Assists in collecting, organizing, and provisioning data from various computer systems and databases, in order to hire new vendors/agents

Management Trainee - Cosmos
Delhivery Pvt. Ltd.

August 2019 - November 2019

- In Delhivery, I learned a lot about hows and whats of the Supply Chain and the benefits of an efficient and effective Supply Chain Management.
- My work as a Trainee in the organisation was to assist my team in vendor management.
- As guided I had to make callings in order to find suitable prospects for onboarding as vendor
- Daily tracking of the stated vendors/bikers, whether they reported to their respective centres or not
- Making of Daily End of the reports regarding the work done
- It helped me learn things about Logistics operation and how the Last mile department works which leads to customer satisfaction.

Intern - Operations and Sales
ABF Freight International Pvt. Ltd.

Feb 2019 - May 2019

- In ABF Freight, I came across the Freight Forwarding sector of Logistics Industry, where i enhanced my understanding of the Shipping Industry as well.
- I took part in the daily operations of their Ahmedabad branch which included;
- Documentation related to Ocean and Air exports
- Manage inbound, outbound calls & emails within agreed service levels
- Interacting with the shipper and consignee as well.
- Making booking with Liners and filing Shipping Instructions.
- Drafting and filing of Master Bill of Lading and House Bill of Lading
- Day to day operations in a busy office environment to include dealing with customers/customs
- clearance/invoicing/creditors invoices/customer & other reports/other administration duties
- Respond to all sales leads/key correspondence within identified timelines
- Exposure and knowledge of the Gulf Country business, trading, logistics and transportation market majorly specific to the ceramic business

Management Intern - Exports
Mahalaxmi Exports

May 2018 - July 2018

- Mostly acted as an assistant to the Export Manager, where i first introduced myself to the Corporate World and also acquainted myself with the basics of Logistics industry.
- My roles and responsibilities included;
- Create export documentation for international shipments which included; Invoices, Packing List, VGM etc
- Understanding each product.
- Observing the process of majorly exported product.
- Maintaining documents in file
- Observation on system for customer needs
- Understanding communication with manufacturing unit and overseas customer

Education

MBA in Shipping and Logistics Management

2017-2019

AMET Business School

- CGPA: 7.4

B.COM in Advanced Accounting and Auditing

2014-2017

New L.J. Commerce College

- CGPA: 6.29

HSC (Higher Secondary Certificate) in Commerce

2013-2014

Nelson's Higher Secondary

- Percentage: 68%

SSC (Secondary School Certificate)

2011-2012

Bright High School

- Percentage: 70%

Skills

- Computer skills inclusive of MS Office, PowerPoint etc
- Quick grasping
- Effective Communication
- Smart working
- Goal oriented
- Problem Solver

Extra Curricular Activities and Hobbies

- Peer Tutoring
- Volunteering in the College Fest
- Organizing a trivia event for Voyage 2018
- Workshops for enhancing various Managerial Skills
- Mathematical Riddles
- Solving puzzles

Personal Details

- Marital Status : Single
- DOB : 20 July 1996
- Languages known : Hindi, English and Gujarati