Curriculum vitae

Amit suthar
E-Mail ID:amitsuthar1992@gmail.com,Contact No.9913147856
https://www.linkedin.com/in/amit-suthar-258a16111

Role & Responsibility

- *Taking care of all **logistics** operations. Coordinate with various codepartments. Motivating and training team members. Handling a business partner. Self-Motivator Able to Handle exception cases.*
- *He purposes of this **job** is to lead the team responsible for ensuring that merchandise is properly received, properly stocked, brought to the salesfloor*
- *Selecting Vehicles, Record Keeping, Maintenance, Driver Management, Profit & Loss.*
- *Responsible for managing the Shift operations, Feeder management for in the city, Network expansion and scale up, Implementation of Warehouse Management System (WMS), for a smooth workflow.*
- *Branch expansions for better service & load distribution. Warehouse finalization as per company Standards, Implementation, Quality. Defining SOPs for retail Cash Collections & depositions.*
- *Working on cost-saving structures to improve P&L of Cluster. Defining SOPs for DEPS reductions.*

Skill Details & System Knowledge

- *Computer Operating & I have good experience of MS Office, Logistics Warehouse Management. Operation Analysis.*
- *Learning Strategies, Active Learning, Operation Monitoring, Inventory Management, Documents Verification.*
- *Systems Evaluation, Coordination, Management of Personnel Resources, Time Management.*
- *Quality Control Analysis, Administration and Management, Customer and Personal Service.*
- *Leadership, Relationships, Reporting, Delivery, Store Logistics, Material Dispatches.*
- *Logistics/ Supply Chain Management, Defective Material Management, Team Management, Vendor Management, Customer Relations, Strategic Planning, Dispatches.*
- *Working on several quality projects at the cluster level, analyzing daily reports, providing valuable inputs in streamlining operations. Driving Performance-based scorecard for Cluster, RCA, and CAPA on fluctuating metrics/KPI.*
- *Responsible for Team Building of Operational Associate, Business Partners, and captains.*
- *Processing, packaging and shipping orders accurately, Organizing stocks and Maintaining inventory.*
- *Inspecting products for defects and damages, Examine in going and outgoing*
- *shipments*
- *Organize warehouse space, Receive, unload and place incoming inventory items*
- *appropriately*
- *Check, verify and fill customer invoices, Contribute ideas on ways to improve or*
- *Optimize warehousing procedures.*
- *Responsible for vehicle unloading- loading, Shop floor management, Quality check, 555 Audits,Documents follow fifo-lifo method.*
- *Standards, implementation, quality. Defining sops for Deps reductions.*
- *On time Dispatch and Arrival of Vehicles, planning and executing pickups and deliveries*
- *Documentation(Road permits/Consignment note, invoice etc) Quality check*
- *Managing in-out and within Warehouse movement of material using our technology*

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Work History

Operation Accociate from July 2016 to Oct 2017 *Amazon Seller Service Pvt Ltd, Ahmedabad, Gujarat*	*Dispatch Executive from March 2018 to March 2019* *Kunvarji Logistics Pvt Ltd, Ahmedabad,Gujarat*
Senior operation Accociate June 2019 to present *Rivigo service pvt limited ,Ahmedabad ,Gujarat*	

Education Details

Higher Secondary Certificate: March – 2009 *(GHSEB Gandhinagar)* *The Liberty High school at Kharol, Gujarat*	*Bachelor of Arts: Jun – 2015(Gujarat University)* *Pn Pandya Arts & Science College,Lunawada,Gujarat*
Primary teacher certificate: April - 2011 *(State examination board)* *MR Patel ptc college at Lunawada, Gujarat*	*Secondary School Certificate: March – 2007* *(GHSEB Gandhinagar)* *The Liberty High school at kharol, Gujarat*

PersonalInformation

Full Name   : Amitkumar Bhikhabhai Suthar
Address   : 195, Krushnadham co house, Vatva Road, Ishanpur, Ahmedabad. Pin code - 382443
Date of Birth   : 03/05/1992
Marital Status   : Unmarried
Home Language.   : Gujarati
Preferred Language : Hindi and English

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :- ……………..

Place :- ……………

Amit Suthar