

JINESH SINDROJA

Operation Executive

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SIKKIM MANIPAL UNIVERSITY

Ahmedabad, Gujrat

MBA Finance (Jan 2020)

LOKMANYA COLLAGE OF COMMERCE

Ahmedabad, Gujrat

B.Com Accounting (Mar 2013)

SHARDA VIDHAYALAY

Ahmedabad, Gujrat

High School Diploma (May 2009)

EDUCATION

Proactive professional with 7+ years of experience and a proven knowledge of cargo handling, carrier management, and dedicated logistics operations. Aiming to leverage my skills to successfully fill the Operation Executive role at your company.

CAREER OBJECTIVE

OPERATION EXECUTIVE

world courier India Pvt Ltd , Ahmedabad, Gujarat / Apr 2019 -
Present

EXPERIENCE

Manage staff, preparing work schedules and assigning specific duties.

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Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.

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Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.

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Maintain metrics, reports, process documentation, customer service logs, or training or safety records.

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Supervise the work of logistics specialists, planners, or schedulers.

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Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.

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Direct or coordinate comprehensive logistical or reverse logistical functions for product life cycles, including acquisition, distribution, internal allocation, delivery, recycling, reuse, or final disposal of resources.

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Negotiate with suppliers or customers to improve supply chain efficiency or sustainability.

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Direct distribution center operation to ensure achievement of cost, productivity, accuracy, or timeliness objectives.

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- Negotiate transportation rates or services.
Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or mixes, or carriers.

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- Recommend optimal transportation modes, routing, equipment, or frequency.

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- Monitor product import or export processes to ensure compliance with regulatory or legal requirements.

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- Participate in carrier management processes, such as selection, qualification, or performance evaluation.

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- Plan or implement improvements to internal or external logistics systems or processes.

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- Schedule Pickup and Delivery plan
Support to co-workers for implementation of new and/or difficult operational procedures

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- Training and coaching of new employees
- Stock Reconciliation

WAREHOUSE SUPERVISOR

linde india Ltd, Ahmedabad, Gujarat / Oct 2018 - Mar 2019

PURCHASE / LOGISTICS /SCM EXECUTIVE

Landmark Group, Ahmedabad, Gujrat / Apr 2017 - Oct 2018

- Enforce safety rules and regulations.
Plan work assignments and equipment allocations to meet transportation, operations or production goals.

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- Confer with customers, supervisors, contractors, or other personnel to exchange information or to resolve problems.

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- Direct workers in transportation or related services, such as pumping, moving, storing, or loading or unloading of materials or people.

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- Resolve worker problems or collaborate with employees to assist in problem resolution.

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- Review orders, production schedules, blueprints, or shipping or receiving notices to determine work sequences and material shipping dates, types, volumes, or destinations.

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- Monitor field work to ensure that it is being performed properly and that materials are being used as they should be.

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- Recommend and implement measures to improve worker motivation, equipment performance, work methods, or customer services.

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- Maintain or verify records of time, materials, expenditures,

or crew activities.

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Interpret transportation or tariff regulations, shipping orders, safety regulations, or company policies and procedures for workers.

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Explain and demonstrate work tasks to new workers or assign training tasks to experienced workers.

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Prepare, compile, and submit reports on work activities, operations, production, or work-related accidents.

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Recommend or implement personnel actions, such as employee selection, evaluation, rewards, or disciplinary actions.

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Requisition needed personnel, supplies, equipment, parts, or repair services.

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- Plan and establish transportation routes.

Compute or estimate cash, payroll, transportation, personnel, or storage requirements.

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Dispatch personnel and vehicles in response to telephone or radio reports of emergencies.

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Perform or schedule repairs or preventive maintenance of vehicles or other equipment.

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Examine, measure, or weigh cargo or materials to determine specific handling requirements.

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Drive vehicles or operate machines or equipment to complete work assignments or to assist workers.

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- Represent companies in negotiating contracts and

DISPATCH EXECUTIVE

TATA Autocomp SystemLtd, Ahmedabad, Gujarat / Mar 2016 - Apr 2017

ACCOUNTANT AND ADMIN EXECUTIVE

Eureka Forbes Ltd, Ahmedabad, Gujarat / Oct 2013 - Oct 2015

formulating policies with suppliers.

Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.

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Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.

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Prepare and process requisitions and purchase orders for supplies and equipment.

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Develop and implement purchasing and contract management instructions, policies, and procedures.

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- Maintain records of goods ordered and received.

Participate in the development of specifications for equipment, products or substitute materials.

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Resolve vendor or contractor grievances, and claims against suppliers.

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- Control purchasing department budgets.

Review purchase order claims and contracts for conformance to company policy.

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Review, evaluate, and approve specifications for issuing and awarding bids.

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Prepare reports regarding market conditions and merchandise costs.

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Schedule or dispatch workers, work crews, equipment, or service vehicles to appropriate locations, according to customer requests, specifications, or needs, using radios or telephones.

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Confer with customers or supervising personnel to address questions, problems, or requests for service or equipment.

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- Prepare daily work and run schedules.

Determine types or amounts of equipment, vehicles, materials, or personnel required, according to work orders or specifications.

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- Order supplies or equipment and issue them to personnel.

- Dispatch of material As Per FIFO Method.

- Generating invoice.

- GRN of goods and material management

- Manpower management.

Operate computers programmed with accounting software to record, store, and analyze information.

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Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

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Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals

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and ledgers or computers.

Receive, record, and bank cash, checks, • and vouchers.

Match order forms with invoices, and record the necessary information.

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Perform general office duties such as filing, answering telephones, and handling routine correspondence.

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- Perform personal bookkeeping services.

- Reconcile records of bank transactions.

- Prepare purchase orders and expense reports.

- Maintain inventory records.

Discuss job performance problems with employees to

identify causes and issues and to work on resolving problems.

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Interpret and communicate work procedures and company policies to staff.

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Prepare and issue work schedules, deadlines, and duty assignments for office or administrative staff.

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Coordinate activities with other supervisory personnel or with other work units or departments.

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Discuss work problems or grievances with union representatives.

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