

**ArunabhVishwakarma**

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**Professional Synopsis**

a) Experience of 7 years 10 months in Transport Management.

b) Strong communication, Interpersonal and presentation skills

c) Reliable, flexible and innovative within the work environment

d) To work in globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady-pace professional growth

e) To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

**Technical Skill Sets**

a) Worked on Manpower Management.

b) Worked on Vendor Management.

c) Liaising fleet of vehicles (LMV/HMV).

d) Maintenance of company owned vehicles.

e) Bill processing (Manpower, Maintenance, Hired vehicles).

f) Liaising with RTO.

g) Applications: Oracle, MS Office.

h) VTS Manager for CG circle (150 hired vehicles).

i) Vehicle Coordinator for CG circle (Jio Tower O&M activities).

j) Operation Manager for Gujarat circle (Indus Towers, Vodafone, Bharti Infratel).

k) Complete supervision on school bus deployment (12 school buses) with full dedication, maintaining safety guidelines (issued by RTO and Company guidelines), ensuring timely deployment, with proper maintenance of school bus.

l) Staff management (Driver, helpers, Labors) with proper safety training on daily basis before commencing daily duty through TOOL BOX TALK.  
m) Handling the logistics operation (Reefer + Dry) with Nestle, Ferrero, Jubilant and with third party vendors.( Location – Samalkha, Kala-amb, Goa, Jaipur, Punjab)  
n) Complete lookout for Cold chain operation + sales at Gujarat + Maharashtra state.

**Professional Experience**

**1:- Hindalco Industries Limited, Unit- Mahan Aluminium**

**Shift Supervisor**

**01-Apr-2015 to 17-Feb-2020**

**Work Experience: - 4 years, 10months**

a) Handled travel desk with full sincerity (24\*7).

b) Complete supervision on vehicle deployment of vehicle inside/outside premises.  
c) Deployment of hired vehicles for OSD purpose.  
d) Deployment of pool vehicles inside plant premises.  
e) Overall billing of deployed vehicles through Oracle.  
f) Billing of pool vehicles.  
g) Manpower management as well as bill processing of manpower bills.  
h) Maintenance of company owned vehicles, as well as bill processing of maintenance bills.  
i) Preparation of MIS, SAQ’s, Checklist, and MOM against guidelines issued from Corporate.  
j) Monitoring of CCTV installed in school bus to ensure full safety, as well as tracking of each vehicle through VTS.  
k) Arrangement of Bulker/Hyva/Lorry for transportation of Aluminum from plant to other location as well as for other uses.  
l) Staff management (Driver, helpers, Labors) with proper safety training on daily basis before commencing daily duty through TOOL BOX TALK.

m) Deployment of buses (13 buses) for commuting employees from different locations to plant and vice versa in all 4 shifts with ensuring 100% safety and maintaining Safety SOP issued by senior management.  
n) Deployment of school buses (12 buses) for commuting children from Mahan Township to school with 100% safety and ensuring no 0% compliance.

**2: - Pratap Technocrats Pvt Ltd. Raipur**

**Vehicle Coordinator (CG circle)**

**02-JUL-2020 to 15-NOV-2020**

**Work Experience: - 4 months (approx.)**

a) Vehicle coordinator for CG circle.

b) Complete supervision on 150 vehicles deployed all over Chhattisgarh circle.

c) VTS manager for CG circle.

d) Billing of 150 hired vehicles.

e) Vendor management.

f) Deployment of MDG, DF, MUV, FRT etc. all over CG circle.

g) MIS preparation.

h) Staff management (Driver, helpers, Labors) with proper safety training on daily basis before commencing daily duty through TOOL BOX TALK.

i) Strict supervision on deployment of bus for commuting employees from various locations to office and vice versa.

**3: -** **Ecoway Cab Rental Services, Ahmedabad**

**Operation Manger – Gujarat**

**21-NOV-2020 to 15-JUL-2021**

a) Operation Manager for Gujarat Circle.

b) Complete supervision on 180 vehicles deployed all over Gujarat circle.

c) VTS manager for Gujarat circle.

d) Billing of 180 hired vehicles.

e) Vendor management / Manpower management / Bill processing.

f) Maintaining customer relationship with business partners (Indus Towers, Vodafone, Pratap Technocrats).

g) MIS preparation.

h) Staff management (Driver, helpers, Labors) with proper safety training on daily basis before commencing daily duty through TOOL BOX TALK.

i) Strict supervision on deployment of bus for commuting employees from various locations to office and vice versa.

j) Procurement of new vendors as per company policy to provide full support to our customers.  
  
**4:-** **STC REFFERS, MOHALI**

**ASSISTANT MANAGER OPERATIONS – MOHALI**

**25-JUL-2021 TO 10-AUG-2022**

a) Handling the logistics operation with Nestle, Ferrero, Jubilant and with third party vendors.  
b) Complete monitoring of temperature reports as company has deployed reefers trucks to our dedicated customers.  
c) Ensuring 100% compliance over quality while delivering the material from warehouse to assigned destination.  
d) Oversaw the safe operation of logistics operation across Punjab, Jaipur, Goa, Samalkha, Kala-Amb.  
e) Meeting company goals of safe, on time delivery of products.

f) Led a team of 5 supervisors and 36 drivers.  
g)Spearheaded daily staff meetings to identify improvement strategies, discuss policy updates and facilitate open communication.

h) Enhanced employee management by developing schedules, tracking time.

i) Ensuring to maintain the operational cost of fleet vehicles.  
j) Vehicle outsourcing from outside market to meet the requirement of customer.  
k) Ad-hoc vehicles costing and maintaining the annual reports of total fleet utilization.

**5:- Scorpion Express Private Limited, Ahmedabad  
  
Manager – Sales & Operation, Ahmedabad  
22-Aug-2022 to Present**

a) Handling cold chain business at Gujarat, Maharashtra.  
b) Complete monitoring on all operational work starting from vehicle deployment to material delivery.  
c) Ensuring 100% compliance over quality while delivering the material from warehouse to assigned destination.  
d) Meeting with existing customers to generate more business and to resolve there any operational issue.  
e) Sales meeting with new customer to provide our services and generate new business for company.  
f) Searching market vehicles to meet our requirement for delivery process.  
g) Handling company owned fleet vehicles.

**Academic Qualification**

a) High School Passed in CBSE Board with 78.4% in 2009.

b) Intermediate Passed in CBSE Board with 65% in 2011.

c) B.Sc from North East Frontier Technical University with CGPA 6.1.

**Academic Projects**

Final Year project based on [**Wireless Energy: the Future of Electricity**](https://www.seminarsonly.com/Engineering-Projects/Physics/wireless-energy.php)**.** Required good communication between team members to ensure all work were accomplished with given timelines

**Interests**

a) Biking.

b) Trekking.

Place: Mohali

Date: 09-02-2023

Sign: **Arunabh Vishwakarma**