

RESUME

Reshma Ram Mane

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Career Objective

Seeking a responsible post for challenging position and looking forward to making a significant contribution in a company that offers a genuine opportunity for progression.

Career Summary

Excellent in refining transport systems to improve efficiency and increase profit.

Extensive practical knowledge of the distribution of products.

Proficient in all aspects relating to management and regulatory and statutory compliance.

Excellent in improving the existing relation of organization and client.

Personal Qualities

Excellent organizational and interpersonal skills.

Ability to produce quality result in time.

Able to handle the junior staff and motivate them.

Responsibilities Handled

Manage the operations of Transport By Rail/Surface & Air.

Ensured correct allocation of resources to meet delivery schedules.

Created a recording and reporting system.

Plan and Supervise Consignments

Freight negotiations & Arranging Transportation.

Handling of documentation during freight processes.

Organize consignments with branch offices, suppliers and customers.

Consignmet tracking and updating the customer on timely basis.

STRENGTHS

Man management skills.

Negotiation skills

WORK EXPERIENCE

2009 – Present Working as Logistic Executive in SBS Logistic company

EDUCATIONAL DETAILS

Bachelor of Arts From Yashwantrao Chavan Maharashtra Open University.
HSC from Yashwantrao Chavan Maharashtra Open University.
SSC from Maharashtra State board

Computer Knowledge

Excellent knowledge of computer
MS Office.
Basic Tally.
Internet

Personal Details

Date Of Birth: 03/11/1989

Languages Known: English, Marathi & Hindi

Address: 1/3, Sai krupa, Santoshi mata nagar, Group No-5, Tagore Nagar, Vikhroli (E),
Mumbai-400083.

INTERESTS

Travelling.
Reading.

Date:

Place:

Thank you

(Reshma Mane)