** RESUME**

**SHASHANK CHATURVEDI**

Address: 7/13, 6-D Block,

Kamal pur, Burari, Delhi -110084

Mobile: 9911495912

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**MINDSET**

Every organization is made up of people for doing business in the market, they are developing employee’s skills also motivating them to higher levels of performance and ensuring that they continue to maintain their commitment to the organization are essential to achieving organizational objectives & I committed to go ahead & fulfill the requirements of Organization.

**PROFESSIONAL EXPERIENCE**

**Akums Drugs & Pharmaceuticals Ltd. - Mangolpuri, Delhi**

*Business Development Officer, April 2022 – Present*

* Dealing with clients, PPIC concerns, RM, PM, Plant concerns, Dispatch, Coordination, Costing & Legal team.
* Day to day activities like artworks, rate quotations, order tracking.
* Follow-ups regarding outstanding payments.
* Repeat order discussions with clients, suggestions & feedbacks for better operations.
* Ensure that supplies made on time so that we can receive next repeat order.
* Build relationship with clients.
* Enhanced organization reputation by accepting ownership for accomplishing new and different requests.
* Exploring opportunities to add value to job accomplishments.
* Checking MRP, Price, Pack type, Pack size, Tablet colour & Shape, packing materials, Mfg. & Exp. Etc..
* Quote rates as per standard batch size to avoid any delays & future corrections.
* Cross verify with change control & similar brand.

**Synokem Pharmaceuticals Ltd. - Pachim Vihar, Delhi**

*Dispatch Coordinator, July 2019 – March 2022*

* Dispatch stock & arrange deliveries as per purchase order terms & conditions.
* Update & upload the dispatch entries & documents on the government e-aushadhi portals for acceptance of the stock.
* Maintain spreadsheets to track the shipments & arrange deliveries accordingly.
* Responsible for monitoring and minimizing costs.
* Diagnose and resolve all the problems regarding deliveries of the stock including loading, unloading & remote locations.
* Coordinate with internal departments e.g., Accounts & Finance, Tender team, MIS team & dispatch section.
* Answering phone calls in a very friendly & professional manner.
* Dealing with daily complaints & solved them.
* Checking all the dispatch documents.
* Arranging all the receiving copies of delivered shipments.
* Follow-up with the transporter & consignee on regular basis for smooth & on time deliveries.
* Drafting letters & mails.
* Develop and build solid relationships with transporters, carriers & consignee’s at all levels.
* Protects the organization’s reputation by keeping pricing & credit limit information confidential.
* Performs other related duties as assigned by department manager.
* Right now I’m managing 15 states e-aushadhi government portals.

**Nature Green Tools & Machines Pvt. Ltd. - Subhash Nagar, Delhi**

*Store Supervisor, January 2018 – June 2019*

* Responsible for receiving & checking of company’s materials deliveries, duties to check the material quantity & quality of item received as per purchase order terms & conditions.
* Issuing materials & tools as per need of workers.
* Regular monitoring & analyzing different kinds of tools & materials.
* Prepare purchase order as per requirement, handling & maintaining delivery note, gate pass, e-way bills, warranty cards, invoice copies & other related documents.
* Responsible for monitoring and minimizing costs.
* File maintaining for all outgoing/incoming materials.
* Preparing Challans and other Returns/Challans for materials.
* Material inventory & monitor stock availability.
* Arrange & segregate the materials in their location.
* Drafting letters & mails.
* Dealing with daily complaints & solved them.
* Maintain spreadsheets of Inward/Outward & stock materials.
* Performs other related duties as assigned by department manager.
* Notify to department manager of low stock levels in a timely manner for further actions.

**AWARDS**

* Received “Star Performer” award for outstanding performance for the quarter of July 2021 to September 2021 (Synokem Pharmaceuticals Limited).

**ACADEMIC QUALIFICATIONS**

* Studying & learning in MBA 4th semester with specialization in supply chain management from Jagannath University, Jaipur.
* Bachelor of Arts from SOL, Delhi University in 2018.
* 12th from CBSE Board Delhi in 2015.
* 10th from CBSE Board Delhi in 2013.

**CERTIFICATIONS**

* Diploma DCA (Diploma in Computer Application) from Excel Info-Tech, Delhi. (Duration 1 Year)
* Certificate in Documentation Assistance (Logistics) from PMKVY centre, Delhi. (Duration 3 Months)

**ADDITIONAL SKILLS & KNOWLEDGE**

* Proficiency in MS-Word, Excel, ERP software, Outlook, Gmail, PowerPoint, Photoshop & Internet.
* Basic knowledge of accounting software Like Busy & Tally.
* Good knowledge of Google doc & Forms.
* Excellent speaking sense with soft voice.
* Ability to plan, organize and modify existing plans.
* Ability to make quick decisions and react effectively in emergency situations with minimal supervision.
* Committed to fulfill the requirements of Organization.
* Ability to work efficiently both individually and be part of a team, work well under pressure and eager to learn and improve.
* Willing to take additional tasks during the absence of a team member.
* Ready to travel as and when required.
* Outstanding organizational and coordination abilities to perform better than environment.
* Good knowledge of English & Hindi languages to communicate & letter drafting.
* Problem solving skills and decision making ability.
* Highly organized & can prioritise work schedules, manage time effectively and meet deadlines.
* Ability to prioritize & attention to detail, ability to analyse data and understand connections.
* Excellent communication and interpersonal skills.

**PERSONAL DETAILS**

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| Father’s Name Mr. Shyam Sunder Chaturvedi |
| Date of Birth 17/02/1998 |
| Languages Hindi & English |
| Passport No P8010559 (DOE 20/04/2027) |
| Hobbies Weight Training |
| Expected Salary Negotiable |
| Religion Hindu |
| Nationality Indian |
| Marital Status Unmarried |

Declaration: - I hereby declare that all the information and statements made in this application are true, complete and correct to the best of my knowledge and belief I'll prove it with the help of my skills, knowledge & support of the organization.

Hope that all the details made in this application satisfy your requirements & I’m looking forward for further contacts.

Thanking you,

Stay Healthy

With Love & Respect

**SHASHANK CHATURVEDI**