JAGPREET SINGH

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# Summary

To work with the company with a professional setup where I can get an opportunity to face multiple challenges and sharpens my skills by applying the acquired knowledge.

# Experience

## Operation Manager

Sigea Solutions Pvt Ltd (US based trucking Company)

JOB RESPONSIBILITIES

See the on time delivery of goods

•Maintain delivery schedules and track deliveries to ensure deliveries are met

•Update and provide tracking information to customers

•Monitor and report driver issues such as accidents, safety concerns or licensing issues.

•Analyse delivery costs and recommended more cost effective methods of transportation

•Negotiate contracts with outside transportation companies

•Assign drivers to routes

•Handle customer complaints

•Investigate delivery issues

•Provide T-check to Driver

## Channel State Head

**Jasper InfoTech Pvt Ltd (Snap Deal)**

Oct 2020 – August 2021

Handling Punjab, Haryana & Uttarakhand Region

Handling 100 – 125 people team

JOB RESPONSIBILITIES

•Handling the branches of Punjab, Haryana & Uttarakhand

•Reporting the seniors through mails and calls

•Manage on time delivery and coordinate and control all Branches.

•Use data from IT systems to evaluate performance and quality and to plan improvements.

•Allocate and manage staff resources according to changing needs

•Manage staff and manpower

•Analyzing logistical problems and producing new solutions.

•Understand, work with and possibly help to develop e-commerce

## • Area Operations Manager

Xpreesbees Pvt Ltd

Jun 2018 - Oct 2020(2 years 4 Months)

Handling 8 Branches of Punjab

Handling 40 – 70 people team

JOB RESPONSIBILITIES

•Handling the whole Punjab branches

•Reporting the seniors through mails and calls

•Manage on time delivery and coordinate and control all Branches.

•Use data from IT systems to evaluate performance and quality and to plan improvements.

•Allocate and manage staff resources according to changing needs

•Manage staff and manpower

•Analyzing logistical problems and producing new solutions.

•Understand, work with and possibly help to develop e-commerce

## Operations Manager

Delhivery Pvt Ltd

May 2015 - Jun 2018 (3 years 2 months)

Handling 10 – 15 people team

JOB RESPONSIBILITIES

•Received inbound in office & receiving Shipment

•Sorting of load through field executive making run sheet of field executive

•Mails to team for receiving inbound

•Use to convince the customer if any problem persists

•Handling the whole team

•Reporting the seniors through mails and calls

•Updates run sheets after delivery

•Cash receiving & detail from field executive

•Return rejected shipment customer pick-ups and market place pick- ups to mother hub

•Evening reports to all team and seniors

 **Assistant Manager** FBT Inc.

Jul 2012 - May 2015 (2 years 11 months)

Handling 250 people team Including Driver & dispatcher

JOB RESPONSIBILITIES

•See the on time delivery of goods

•Maintain delivery schedules and track deliveries to ensure deliveries are met

•Update and provide tracking information to customers

•Monitor and report driver issues such as accidents, safety concerns or licensing issues.

•Analyze delivery costs and recommended more cost effective methods of transportation

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## Office Executive

Regional Centre of P.T.U

Apr 2010 - Jul 2012 (2 years 4 months)

Team handled 25 – 35 people

Taking care of 15 Centre in 3 Different District (Patiala, Nawanshahr & Hoshiarpur)

JOB RESPONSIBILITIES

•Manage database of 7000 – 7500 student

•Manage Degree & Diploma of different courses

•Take care of smooth work carry out in all centers

•Manage to improve admission ratio

•Exams conduct on Behalf of Punjab Technical University; Manage Fees and Book stocks of all center Visit in Every center randomly

Up to date all the centers about University News

Take care of Centre assault and requirement of assault and stationary

Conduct seminars in village area to tell them importance of education

**Operation Executive**

Rakhra Technology (Bulk Petroleum)

(05 Jan 2007 – 31 Jan 2008)

Taking care of 1500 Gas station of United States of America; Manage database of numerous gas stations

Creating Daily bills manage the stock

Arrange the delivery of fuel from Gas Companies

Check price of Fuels of different Companies on daily basis

Take order from gas station

Keep in touch with EPA (U.S Govt Department)

# Education

**Punjab School EducationBoard**

10th

## P.S.B.T.E &I.T

Diploma, Information Technology

**Punjab TechnicalUniversity** B.Sc, InformationTechnology

## Punjab TechnicalUniversity

M.Sc, InformationTechnology

**Punjab TechnicalUniversity**

M.C.A, Information Technology