

## VIRENDRASINGH SANJAYSINGH CHAUHAN

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### Career Objective: -

Operations Lead with 3 years' experience in operations Recruitment DA's, training, Counselling, Vendor management, Team Handling, Last Mile operation, Team Management

### Professional Summary: -

**Ntex Transportation Service Put Ltd.**

**11 May to 22-June-2023**

#### Role:-Team Lead

- Responsible for overall operations at warehouse
- Responsible for station open to station closed activity.
- Managing Manpower, Like Loader, Picker, Helper, DA.
- Vehicle Vendor Management.
- Responsible for all inventory stock available at station.

**Grab a Grub Services put LTD (Hub in charge)**

**16<sup>th</sup> June 2020 to 5 May-2023**

#### Role: Hub Inchgarge

Location: Solapur

- I am responsible for Last mile operations SDP to Customer.
- Handling 10 Members Team for Delivering on time OFD for PDD (Promise delivery date) Met.
- Responsible for all last mile operations for jio mart(Grocery)
- Managing Vendor for Secondary Veichle for Delivery
- Responsible for On Time Training to DA's/Supervisors as per company SOP.
- As well Monitoring returns came from SDP (Smart Delivery Point)To Reliance FC .
- Aslo taking care of returns articles.
- Handling 18 SDP for Solapur Zone for Connecting Reurns in Good Condition TO FC.

### Resbonsbilities:-

- Responsible for daily/weekly/monthly targets as per SOP
- Making daily/Monthly Reports to SDP & Management.
- Solving Grab Supervisors Problems which they are facing at the time of operations.
- Saving companys loss which are came from Returns(Article) to FC.

**Role: -Recruitment Executive****Location:Solapur**

- I am Responsible for Engaged with Hiring Fo DE's.
- Time to Time Recruitment DE's as per company Requirement.
- Doing Activity for DE's Hiring In Colleges, Institutes, Market Area.
- Taking counselling & Training to all DE's which is Onboarded on Swiggy.
- Responsible for Solapur city as well as whole district & tehsil locations recruitment & hiring for delivery executives & administration work.
- Doing Cold Calling To Leads which are Generated on Field
- Maintaining all Lead Generation Data day to day & Taking follow up for Hiring.\
- Ensure the fleet of delivery executives are disciplined, & resolve the disputes, strikes or complaints that may arise at the hub, warranting an efficient & healthy work environment.
- Lead generation for manpower sourcing team via digital or conventional marketing

**Responsibilities:**

- Responsible for Achieved weekly targets assign by Company
- Training & Conseling to new joined DE's as per company policy.
- Responsible for Hiring, Sourcing, Lead Generations from Field.

**Role: CRE (Customer Relationship Executive)****Location:-Solapur**

- Working as a CRE At COCO (Company own Store) Solapur
- Responsible for knowing walk in customer's issue & Solve them.
- Responsible for Educate new product launch to Customer
- Build Relationship with customer
- Customer Service as well as corporate customer.
- Doing activity at store regarding new products/plans/recharges.
- Responsible for Lead Generation for Postpaid/Prepaid Connections
- Responsible for Sales & Service Both

#### Responsibilities:

- Responsible for Daily/Weekly/Monthly Targets Assigned by Managers.
- Maintaining daily walkin reports, Lead Generation Reports.
- Giving Best Service to Customer.
- Maintaining all records of store day to day.

**Telenor GSM**

**25 Dec-2009 to 31 Dec 2014**

**Role:-Distribution Manager**

**Location: -Solapur**

- Responsible for all Operations For Distributor.
- Handling 7 Members Team For Distribution.
- Responsible for Primary-secondary-Tertiary for giving area.
- Handling 300 Outlets in Solapur for Distribution
- Taking follow up with team to achieve daily targets set by company.
- Maintaining daily sales data and share daily report to assign manager

#### Responsibilities: -

- Ensuring daily banking RTGS/NEFT for Primary Billing to Company
- Ensuring Daily targets met by EOD.
- Daily Briefing with all Team and set agenda for the day.
- Promoting New Scheme through activity.
- Caf audit/simcards/recharge vouchers audit

**Airtel (FOCO Store)**

**1 March 2008 to 30 June**

**Role:-Back office Executive**

**Location:-Solapur**

- Maintaining MIS Daily Basis.
- Daily report to Management team.
- Prepare Customer data as per format.
- Maintaining daily cash deposit data.
- Maintaining Activation report.

#### Responsibilities:-

- Cash Depositing to CMS Person Daily.
- Responsible for daily reports.
- Responsible for Bill Payment report.
- Responsible for MIS Report(Daily/Monthly)

#### Computer literacy:

Word, Excel, PowerPoint and also Handled company related software like SAP, TMP, DMS

#### Educational Summary:-

Degree	Institute	University	Year
B.A	Solapur University	Solapur	2022
H.S.C	Sangmeshwar College	Pune Board	2004
S.S.C	Siddheshwar Prashala	Pune Board	2002

#### Personal Details:-

- Date of Birth :- 01 May 1986
- Computer Skills :- Microsoft office(world, excel, PowerPoint),MIS/Pivot/C++
- Language Known :- English, Hindi, Marathi
- Hobbies :- Playing Chess, Valley Ball

#### Declaration:-

I herby declare that the above information is best of my knowledge.

Date:-

Place:-

Virendrasingh.S.Chauhan

