

RESUME

Nikesh Kumar Singh

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CAREER OBJECTIVE :

Seeking a Job opening of senior logistics executive in a reputable organization where can utilize Knowledge & skills & contribute to the growth of the organization

PROFILE SUMMARY

- Skilled logistician with over 2 Years of work experience
- Demonstrated knowledge of warehouse safety & inventory control
- Strong Competency in logistics & supply chain operations
- Skilled knowledge of demand planning & replenishment ordering
- Efficient data management & problem solving skills
- A team player with excellent communication & time management skills

WORK EXPERIENCE:

JUNIFER PHARMACEUTICALS ,Meerut (UP)- Store Manage Jul-2017 -Till Now

Key Roles

- Marking GRN,MRN & daily entries in ERP
- Monitoring Proper Storage & preservation of material
- Ensuring compliances procedures for storage & preservation of material
- Preparing monthly, half yearly & annual inventory reports
- Ensuring safe handling of materials
- Supporting packaging of dispatching function in store
- Coordination with department for smooth operations
- Maintain store stock register & asset stock register
- Coordination with account department for making payments
- Maintaining safe secure & clean working environment in store

Radisun Life Sciences, New Delhi Store Executive Aug- 2013 – Jul-2017

Key roles

- Monitoring & coordination for smooth supply chain operations
- Assisting in streamlining process & flow of goods & services
- Managing & maintaining schedule of delivery & material shipping
- Managing logistics management system & transportation services
- Ensuring prompt delivery services to customers

- Planning & tracking of shipments of final products
- Ensuring minimization of cost & improvement in productivity
- Preparations of log sheet report of goods & transportation
- Optimizing procedures by utilization of logistics IT system
- Coordination with other department for smooth operations

TECHNICAL PROFICIENCY:

- ERP Software
- Inventory Management software

EDUCATIONAL BACKGROUND

Academic

- **Bachelor of Art (B.A)** from DDU Gorakhpur University - 2011
- **12th in Second Division** from Dayanand Inter College Gorakhpur – 2007
- **10th in Second Division** from Dayanand Inter College Gorakhpur – 2005

HOBBIES & ACTIVITY

- Habit of reading newspapers every day
- listening and singing Song

KEY STRENGTHS

- Imitativeness and responsible.
- Environment Fit
- Quick Learner

PERSONAL

Date of Birth : 11-07-1989
 Marital Status : Married
 Fluency in Languages : Hindi and English
 Nationality : Indian

Declaration:-

The information I have provided is true to the best of my knowledge and belief.

Place :- MEEERUT

Date :- 25/03/2022

(NIKESH KUMAR SINGH)