

RESUME

AMI CHAND

Gurgaon

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Warehousing, Transportation /Logistics and operation professional with **6 years 6 month of experience.**

Work Experience:

Riello power india pvt ltd Assistant Manager Logistics. (From Dec 2023 to till Now)

- Coordinate, develop and manage the team of dispatch officers in ensuring effective delivery of all direct and blind scheduled shipments and general warehouse management.
- Managing outbound activities such as order picking, zone wise segregation and order assigning ensuring a smooth dispatch operation.
- Dispatch – distribution of both paid and COD orders to drivers and load balancing of the physical shipments between.
- Using ERP/Portal for assigning shipments, RTO & shelving.
- Creating reports on daily, monthly and weekly basics for operational reviews.
- Monitoring the complete performance of NE– Coordinating with the team leaders across emirates and making sure that the daily KPI targets and SOP are met.
- Effectively implemented the 5S workflow for smooth Warehouse operation.

Zenatix solutions Pvt. Ltd Logistics Executive (From Oct 2020 to Dec 2023)

- Plan warehouses and distribution centers for efficiency in both operations and capacity
- Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary
- Coordinate and track movement of goods through logistic pathways
- Execute logistics plan to move products and packages to reach destinations on schedule
- Review freight rates and other transportation costs to keep working costs low
- Maintains quality throughout the logistic processes

Rivigo Logistics Pvt. Ltd. (3.5 Years) Team Leader (From Sep 2016 to March 2020)

- Planning and execution of the day to day warehouse controlling activities.
- Pan India Inventory & Store Executive Receipt and issue.
- Retail Partner & Pan India Business Franchise coordinator. handling all drops off clients.
- Supervising Core logistics activities of Inward & Outward.
- Cross Checking Stock Put Away & ensuring 100% Put Away Completion and ensure all Material kept on the correct location with their correct quantity in respect of book quantity.
- Ensure Stock Transfer order must be 100% full filled without any discrepancy

- Procurement & Vendor Development.
- Maintain Record Short & Damage Cases mail to customer and Ho.
- Looking after timely delivery of stocks, ensuring smooth outflow of stock.

ACDAMIC QUALIFICATION

Qualification	College/Institutes	Board/University	Passing Year	Aggregate (%)
Diploma in Electrical	Vivekananda College Rajota, Khetri.	BTER	2013	65.68
H.S.C	Santi Bal Public Senior Secondary School, Rajota,Khetri.	BSER	2009	56.77
S.S.C	Santi Bal Public Senior Secondary School, Rajota,Khetri.	BSER	2006	52.83
Certificate Course	RS-CIT	3 Month	2016	72.00

TRAINING:

- Vocational Training Course (VTC) of 30 days, in Compressors, Gas Turbine, Repairing, Testing Centre and Substation from **HINDUSTAN COPPER LIMITED, KHETRI NAGAR COMPLEX 2012.**
- Vocational Training Course (VTC) of 45 days, in House wiring & Repairing of Electrical Appliances in 2008 from **SWAMI VIVEKANANDA INDUSTRY TRAINING INSTITUTE, KHETRI.**
- Basic mining Training Course (VTC) of 30 days **HINDUSTAN COPPER LIMITED, KHETRI NAGAR COMPLEX July 2020.**

SKILLS:

- Computer Knowledge with hands on experience in MS WORD and MS EXCEL
- Hands on experience in internet research.
- Comfortable with all types of Operating system (98, 2000, XP&Window7)
- Comfortable with Excel Advance Level Skills like Pivot Table-H-V-Look up etc.

STRENGTH

- Believe in Teamwork.
- Positive Attitude.
- Honest.
- Good Lerner.
- Ownership.

PERSONAL PROFILE:

Name : Ami Chand
Father's Name : Sh. Gajanand
Date of Birth : 15 July 1988
Sex : Male Marital
Status : Married
Languages Known : Hindi, English
Nationality : Indian

I hereby declare that the above-furnished details are true to the best of my knowledge and belief.

Date:

(AMI CHAND)