

# Resume

**SANJAY SINGH**

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## **CAREER OBJECTIVE:**

**To work in an organization having challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.**

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## **PROFESSIONAL SYNOPSIS**

- ▶ **Result Oriented Professional possessing nearly 20 Years' Experience in Career.**
  - ▶ **Hardworking, Competent & Efficient.**
  - ▶ **Corporate, Production House and Construction Sites Experience, Professional Qualification, Problem Solving Ability with Analytical Skills, Attitude towards work and company.**
  - ▶ **Capacity to make balance between personal and professional life.**
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**Name of the Company**

**DRSEWPL**

**Designation**

**Asst. Manager Parts & Logistics**

**Duration**

**From -August-2019 To Till Date**

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## **ROLES & RESPONSIBILITIES:**

Responsible for managing parts operations within the dealership to maximize return on investment through; optimizing Parts Department processes to ensure internal and external customer satisfaction, growing profitable parts sales, exercising disciplined expense control, attracting and retaining outstanding talent and effectively engaging department personnel.

### **Key Responsibilities**

- **Supervise the parts department staff to provide the highest level of service to counter, wholesale and service department customers**
- **Develop and maintain effective parts department processes to ensure internal and external customer satisfaction**
- **Develops and executes parts department marketing plan and monitors monthly to ensure achievement of departmental goals**
- **Determine parts sales methodologies and job follows the maximize the effectiveness and efficiency and the customer satisfaction of the parts functions**
- **Provide the direction and leadership required to achieve professional parts sales and parts processes at profitability and customer service/customer satisfaction standards**

### **Accountability / Measures.**

*Parts availability will be 95% off-shelf within 48 hours of the order*

- *All parts counter transactions will be completed within 20 minutes of customer contact, including customer pick-up at will-call.*
- *All "Parts and Service" receivables" average less than 45 days*
- *All disputed invoices are settled within 30 days of notification of dispute*
- *Inventory turnover will meet or exceed established corporate goals (minimum 4 turns per year)*
- *All Physical parts count will be within 99% accuracy of inventory records*
- *The fill rate on all parts orders will not drop below 85% service fill rate*
- *Increase spare parts sale through marketing tools, spare parts, and payment.*
- *Realization from customer and guide our office staff for attending walking customer*
- *Meet to customer, maintain office. All office activity which is mandate for me as Asst.*

***Name of the Company***

***SvenskaTechnologies Pvt Ltd***

***Designation***

***Asst. Manager Parts & Logistics***

***Duration***

***From September-2018 To July-2019***

### **ROLES & RESPONSIBILITIES:**

Responsible for managing parts operations within the dealership to maximize return on investment through; optimizing Parts Department processes to ensure internal and external customer satisfaction, growing profitable parts sales, exercising disciplined expense control, attracting and retaining outstanding talent and effectively engaging department personnel.

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***Name of the Company***

***DOZCO INDIA PRIVATE LIMITED***

***Designation***

***Asst. Manager Parts Operation & Sales***

***Duration***

***from FEB-'2018 to Sept 2018***

### **ROLES & RESPONSIBILITIES:**

***Increase spare parts sale & Rock Barkers through marketing tools, & Daily report  
Support to dealer for selling our spare parts, payment realization from customer and  
Dealer guide our office staff for attending walking customer, tour on weekly basis for  
Meet to customer, maintain office.***

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***Name of the Company***

***TRACTORS INDIA PVT LTD.***

***Designation***

***Sr.Executive Parts Operation***

***Duration***

***from July'2011 to November'2017.***

### **ROLES & RESPONSIBILITIES:**

**Experienced Sr.Executive Parts Operation skilled in Requirement & Operations Management, Supply Chain Management, SAP MM/SD Core process development, ISO Auditor, Design & Implement Inventory management & warehouses. Manages Inventory & Procurement North India branches operations.**

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*Name of the Company*  
*Designation*  
*Duration*

*TOTAL SHIPPING & LOGISTICS P LTD.*  
*Ware House In charge*  
*From Jan'2009 to June' 2011.*

**ROLES & RESPONSIBILITIES:**

*Preparation of daily progress report (DPR) and daily monitoring of project activities & reporting to Project Manager. Create PO.Data Entry and Data Analysis. To verify Vendors Bills (Transportation, Challan & Warehouse) Implement distribution plans to ensure availability of products wherever and whenever required. Ensuring adherence to quality standards & safety norms in the storage & transportations-Ordinate with transporters to deliver the*

*Name of the Company*  
*Designation*  
*Duration*

*TOTAL LOGISTICS (INDIA) PVT. LTD.*  
*Ware House Dispatch Officer*  
*From Sept'2004 to Dec'2008.*

**ROLES & RESPONSIBILITIES:**

*Supervising logistic functions, negotiating with transporters for effective transport solutions. Implement distribution plans to ensure availability of products wherever and whenever required. Making Report as required .Maintain Data for further Information. Checking and Maintaining of Registers &Files. Maintain Cycle Count Register regarding Stock Checking Every Week.*

*Name of the Company*  
*Designation*  
*Duration*

*XPS LTD.*  
*Branch In charge*  
*from Aug'2003 to Sept'2004.*

*Name of the Company*  
*Designation*  
*Duration*

*TRANSPORT CORPORATION OF INDIA LTD.*  
*Branch In charge*  
*From March'2000 to Aug'2003.*

**SCHOLASTICS:**

➤ *Completed BA from Purvanchal University Jaunpur, U.P.*

**TECHNICAL SKILLS:**

- ☐ *Knowledge of Computer MS Word, MS Excel, Internet & E-mail.*
- ☐ *SAP (System Application & Production) &, Oracle.*
- ☐ *DBS (Dealer Business System)*

**PERSONAL DOSSIER:**

*Date of Birth* : *10<sup>th</sup> July'1977*  
*Fathers Name* : *Late. Shri Lal Chand Singh*  
*Gender* : *Male*

**Marital Status** : **Married**  
**Languages Known** : **English & Hindi**  
**Address** : **Village- JameenDashowan,**  
**Post - Bonsgaon (Ataraulia)**  
**Dist - Azamgarh (U.P) Pin-223223**

**Declaration** - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.

**Date:** (SANJAY SINGH)