




MANISH JADHAV

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 1993-07-30

A results driven, self-motivated and resourceful logistics assistant who rich experience of 3 years. Energetic and results-focused with success in developing and leading diverse teams to achieve outstanding results. Areas of expertise includes Inward, outwards, picking-packing, Order processing, Team handling, Floor Supervising, and MIS.

Skills

- Ms Office
- E waybill generation
- Planning for Dispatch
- Operations management
- Employee performance evaluations
- Strategic planning
- Data collection and analysis
- Excellent communication skill
- Skilled problem solver



Experience

2015-10 to 2018-11

Assistant

Future Supply Chains Solution Limited

- As an Assistant taking care of all outwards.
- Communicated proactively with the supervisor and immediately brought issues to their attention
- Engaged with customers in a sincere and friendly manner.
- Order processing activity for Picking and Packing in \WMS same billing and invoicing in SAP
- Maintain daily Order Status report and same plan for billing and dispatch process
- Coordinate with transporters.
- Billing and Invoicing In SAP.
- Execute Plan for Outwards.
- Generate E waybills Part A and Part B.
- Maintaining accurate documentation of the supply chain process and ensuring all documents are prepared in prescribed formats and are signed and authorized by correct authorities

2018-11 to 2019-03

Logistics Executive

Bulk MRO Industrial Supply Pvt. Ltd.

- Maintain freight calculation sheet.
- Co-ordination with CHA.
- Share quotations to sales team.
- Daily tracking for in transit shipments.
- Import documentation.
- Generate all necessary reports for tracking
- Sort and arrange all documents for supplier payment and Duty payment



Education

- 2009 SSC: Shalendra Education Society (64.76%).
- 2011 HSC: Sai Lee Jr. collage (58.83%).
- 2014 BMS: Shalendra Education Society (2nd class).
- 2016 PGDM: Welingkar Institute of Management (1st class).