

## **RESUME**

**SANDEEP ARJUN KADAM**

**Mob. No. : 9699366029**

**E-mail ID : [sandeep.kadam64@yahoo.com](mailto:sandeep.kadam64@yahoo.com)**



### **JOB OBJECTIVE :**

To secure the position of Dispatch Assistant that will allow me to utilize acquired skills and experience

### **STRENGTH & SKILLS**

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

### **EDUCATIONAL BACKGROUND**

Class X – 68.53%

Class XII – 56.67%

### **COMPUTER SKILL :**

Application Software like MS Office, Internet, Email, Tally ERP

### **WORK Experience :**

**Dispatch cum Store Assistant**, February 2012

presently working with PEST CONTROL M.WALSHE

- Dispatch Planning daily basic
- Maintaining Inward and Outward records of material.
- Monitoring the quality ,quantity, cost and efficiency of the movement and storage of goods
- Assisting in loading and unloading of all shipments
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality
- Report damaged or missing inventory to manager
- Making arrangement for the delivery of materials form warehouse to client site.
- Packaging of materials and arranging logistics for outward shipments
- Taking stock of Godown and informing goods required
- Prepare Delivery Challan form Tally ERP
- Generating E-Waybill from online portal
- Track the consignment throughout its transit and keep the receiver informed about its current positioning
- Documents (invoice & challan ) file after checking on daily basic
- Ensure timely and safe delivery of material at customer site

**COMPETENCIES :**

- Quick learner and can adapt well to changes and pressure in work place.
- Always ready to learn new things and ability to quickly grasp key issues.
- Innovative and can adapt to any new environment.

**LANGUAGES KNOWN :**

English, Marathi & Hindi (Speak, Read & Write)

**INTEREST AND HOBBIES:**

My hobbies include a strong love for playing cricket and watching movies.

**PERSONAL DETAILS:**

**Date of Birth: 20th May, 1988**

**Mailing Address : Raj Mandir, Room No.4**

**Near Vithal Mandir,  
Kharegaon, Kalwa (West)**

**Dist: Thane – 400 605**

**DECLARATION :**

I hereby declare that the details furnished here in above, are true to the best of my knowledge.

**Date:**

**Place:**

**SANDEEP A. KADAM**