



MITHLESH KUMAR SINGH

(Business Development Manager cum Senior Logistics and Warehouse Executive)

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Well-qualified **Senior Logistic Executive and Warehouse Executive** with 7 years 2 months of experience (3.7 years in **JORDAN & UAE**) in Export Import, Land Transport, Logistics and Warehousing, Freight forwarding & 5 years' experience as **Business Development Manager** in Banking Sector. Skilled in working with Word, Excel, Outlook. Proficient in drafting reports, emails, letters, and other official documents.

Work History

Business Development Manager cum District Coordinator (April 2020-Feb2025) Save Solutions Pvt Ltd.

- Source for potential location and suitable person to establish new Banking Outlets (Banking Customer Service Points) in Rural and urban areas for behalf of State bank of India, Bank of -India and other Nationalized banks through Save Solutions Pvt Ltd.
- Training for Product and Services to get assigned to be achieved to Customer Service Executive.
- Monitoring of Compliance parameters set by Company and Banks.
- Achieve assigned Sales target for Health Insurance.
- Work as Liaison officer with Govt Authorities for setup new Outlets.

Logistic Coordinator (July 2019-Sept 2019) ASAS Trading LLC, Dubai, UAE

- Supervises the company owned and leased vehicles. Ensures cross utilization for above vehicles. Keeps records for company owned vehicles maintenance
- Receives all divisions trucking and heavy lifting requirements. Contacts approved trucking and heavy lifting service providers to meet divisions requirements. Ensures cross utilization for 3rd party trucking and heavy lifting means.
- Analysis all divisions trucking and heavy lifting requirements and propose efficient and more cost-effective solutions.
- Receives, verifies trucking and heavy lifting invoices for all divisions and allocate the cost based on the utilization and log sheets. Trip sheet and drivers' duty records for Payroll. Allocation of works among drivers.
- Coordination with company sales and marketing team to generate more revenue.
- Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints concerning work orders invoices and shipments.

Logistics Executive (July 2016 – June 2019) HAIKO LOGISTICS IND PVT LTD, New Delhi.

- Communicate / Correspond with International Agents/Local Agents as well as Consignees (overseas) to send pre-alerts / pre advice / arrival notice and ensure timely issuance of delivery orders and Delivery of Shipments.
- Communicate / Correspond with International Agents/Local Agents as well as Consignee for draft HBL & OBL approval and timely updation of status of import shipments ETA and delivery formalities of shipment (IGM, LIGM, Collection of DO, Payment for CFS & S/Line). Coordination with CHA for custom clearance of Import & Export Shipment.
- Arranging vehicle for delivery of shipment from CFS or ICD to importer place.

Senior Store Keeper (October 2015 - May 2016.) IGF L.L.C, Amman, Jordan

- Handle dispatch/Delivery section and inventory management.
- Receive, distribute and maintain adequate quantities of stocks at all times.
- Maintain optimal stock level; inform the purchase department well in advance about the items that reach the re-order level to order from supplies.
- Review physical inventories periodically.
- Maintain stock and consumption records. Check incoming materials for quality, and quantity against
- Invoicing, purchase orders and packing slips or other documents.
- Make clear notes on the receipt of the items against each invoice. Keep and updates records of good received and issued.

Senior Logistics Executive cum store keeper (June 2012 - May 2015 United Creation L.L.C, Jordan

- Receive goods and raw material, conducting inspection for conformity before storage.
- Observing proper and correct procedure when releasing or receiving the material
- Updating and monitoring the system as per the movement of materials and products within, both outgoing and incoming.
- Transferring goods and materials between warehouses, both incoming and outgoing in the system. Maintain all the records of outgoing and incoming products and materials.
- Preparing purchase orders for stocks. Maintaining quantity level of stocks.
- Conducting monthly stock check on all products and materials. Prepare assembly sheets for produced products. Overseeing the packaging process of outgoing goods before loading and delivery.
- Maintaining proper flow of goods by use of inventory techniques like FIFO & LIFO as applicable.
- Preventing Shrinkage and assisting in investigating problems, finding root causes in case of variances, & stock discrepancies.

Personal Info: -

Name: MITHLESH KUMAR SINGH Father's

Name: Late Ram Lal Singh D.O.B- 2ND, 1987(02/02/1987).

Address: Kalyanpur PO+PS-Madhopur, Dist.-Gopalganj, Bihar-841413, INDIA.

Passport No: U1820294 (Valid till 09/01/2030).

Education: Bachelor of Commerce (B. Com) from Calcutta University.

Language Known: HIND- Read, Write, Speak.

ENGLISH-Read, Write, Speak.

BENGALI- Speak.

SIGNATURE
(Mithlesh Kumar Singh)