

# **CURRICULUM VITAE**

**ASHISH SACHDEVA**

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## **Career Objective:**

Secure a responsible career opportunity to fully utilize my training, skills and experience, while making a significant contribution to the success of the company.

## **Academic Qualifications:**

<b>Examination</b>	<b>Discipline/ Specialization</b>	<b>School/College</b>	<b>Board/ University</b>	
Secondary	.	N.I.O.S (National institute of open schooling)	N.I.O.S	
Senior Secondary	Commerce with Maths	N.I.O.S (National institute of open schooling)	N.I.O.S	
Bachelor's Degree	Bachelor of Arts (Eng. Hons.)	Subharti University	Subharti University	

## **PROFESSIONAL QUALIFICATIONS & CERTIFICATIONS:**

<b>Year</b>	<b>Certification</b>	<b>Institute</b>
2015	CPEM – Certificate Programme in Export Management & Supply chain	IIFT (Indian Institute Of Foreign Trade)

## Professional Experience

Organization – JC Pvt. Ltd.		Designation – Sr. Lead	Sep'2023 –
Domain	Managing end to end Freight & SCM Operations / Export & Import Management/Client Management/ 3PL Logistics Management / Ocean & surface Logistics Management.		
Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Planning &amp; Organizing resources stand against the Import orders placed by the respective customers &amp; sales rep.</li> <li>• Coordinate Direct Import purchase order placement with suppliers and freight forwarder partners according to customer-requested delivery dates.</li> <li>• For the Freight forwarding – Coordinating with the Freight Forwarders/Carrier/Co-Loaders Reviewing &amp; negotiating the freight rates/commercials on weekly/monthly basis to identify/evaluate the freight cost.</li> <li>• Identify solutions to reschedule production and evaluate expedited logistics when necessary. Oversee/monitor/assist in the preparation of shipping documents in a timely manner from source documents, taking responsibility for completeness, accuracy, and timeliness of the transaction.</li> <li>• Analyzation on the planning for the urgent orders which can be adjusted from the stock to ready to ship as per customer requirement and preference.</li> <li>• Act as the supply chain point of contact to the commercial teams for Direct Import inquiries, updates to delivery schedules, and escalations.</li> <li>• Review/Overlook on the Export documentation such as packing list/Commercial Invoice/COO/Free trade agreement/Performa Invoice/Inspection &amp; Fumigation certificate/Bill of Lading/Bill of entry/Telex Release.</li> <li>• Negotiation with Suppliers on the Export cost &amp; logistics cost. Planning for the dispatches / Container capacity (CBM Adjustments) to avoid the last moment malfunction in dispatch of ready/finished goods.</li> <li>• To avoid last moment QC failure, follow up with the QC teams to ensure the packaging process &amp; safety adherence before exporting the shipment in order to miss the space on booked vessel.</li> <li>• Ensuring the bookings should be done in a timely manner to avoid missing the sailing schedule on a designated vessel for the allocated space which directly impacts the freight cost. Ensuring vessel schedules should be shared in prior to relevant team in order to avoid last minute space issues.</li> <li>• Follow up on the fortnightly basis with forwarders for RFQ to understand &amp; compare the market flow on the competent rates.</li> <li>• Follow ups on vendor payments &amp; remittances.</li> <li>• Ensuring POL / POD Should be aligned in correct manner to avoid overhead charges &amp; logistics cost which directly impacts the margin profit</li> </ul>		

Organization – YT International SCM Pvt. Ltd.		Designation – Sr. Lead	Feb'2022 – Aug'2023
Domain	Managing end to end Freight & SCM Operations / Vendor Management / Data Reconciliation /Client Management/ B2B-B2C Freight Management / 3PL LOGISTICS / Air & Surface Freight Management Commercial Negotiation.		
Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for the Supply chain/Freight Forwarding/ SCM from Ex North &amp; South to PAN India movements.</li> <li>• Monitoring the MIS &amp; other costing Reports for the evaluation purpose</li> <li>• Liasoning &amp; Negotiating with the Fleet Vendors, Airlines &amp; Co-Loaders for Freight Rates &amp; operations</li> </ul>		

- fulfillment, Also for day-to-day operations, keeping a track on delivery timelines which should move in cost effective manner.
- For Export Movement – 1) Coordination with transporter, shipper and their CHA 2) Follow-ups on the timely booking & capturing the pre space with the carriers 3) Checking on the supporting shipping/freight docs before to avoid future discrepancies. 4) Coordination with Carriers for releasing of bookings HBL/Telex Release, 5) Cross Follow-ups on payments with accounts team & updating the carriers for the same. 6) Follow ups with CHA & carrier for the aligning of post shipment documents. 7) Updating status to customer for the movement of the shipments such as onboard and arrival.
  - Vendor Management –Bidding of rates – Vendor selection – Execute Contract terms & Service level agreement – Onboard process - Performance monitoring & reporting – Performance review for the subsequent renewal.
  - Liaise with the CS & Ground Ops. team, to provide estimates for the connections on intended movements.
  - Liaise with Accounts team for effecting timely payments to service providers.
  - Monitoring upon the Warehouse operations for first mile movements & so for the destination teams on last mile deliveries.
  - Managing B2B & B2C forwarding & deliveries for the assigned distributors & retailers.
  - Client Management for retaining the clients for existing & new sectors/lanes.
  - Auditing of the vendor bills to evaluate the discrepancies.
  - Preparing & sharing the Monthly SC Cost & Last mile cost & comparison reports to Senior Management.
  - Handling the escalations on different challenges over emails.
  - Ensuring keeping a tab over the planning of the shipment in a cost-efficient way thru Air & Surface mode
  - On boarding and maintaining data of Vendor Accounts (KAM) & Agreements.
  - Co-ordinate with various departments like finance, warehouse and logistics team for the better results in operations output & Logistics process. Processing the freight invoices to accounts team after cross verifying.
  - Planning of the Freight Forwarding through Air mode/Air to FTL, Last mile cargo/Courier deliveries on daily basis.
  - Space & Commercials negotiation with vendors for the smooth transition & dispatch of the goods to meet cost, accuracy and timelines targets.

Organization – GN Cargo Pvt. Ltd	Designation – Incharge Ops.	Mar‘2019- Jan‘2022
Domain	Managing end to end Inbound & Outbound Freight Operations/Distribution/Vendor management/Customer service/ Transportation/First mile ops.	
Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for the Air Freight ‘Inbound &amp; Outbound’ operations. Ensuring the booked orders reach the respective customers withing committed time frame with a smooth transition of cargo/shipments to respective location/region.</li> <li>• Maintaining the Tracker’s as per the flow of Inbound &amp; Outbound flow of the shipments &amp; updating the customer on the movement.</li> <li>• Liasoning &amp; Negotiations with Airlines &amp; Vendors.</li> <li>• Reconciling the discrepancies in master data.</li> <li>• Closing the escalations over emails.</li> <li>• Providing the daily dispatch details of inbound &amp; outbound cargo.</li> <li>• Sharing the call outs of cargo on daily basis.</li> <li>• Scheduling Cargo with Airlines /Co-loaders as per SLA.</li> <li>• Vendor Management/Processing of Airway way bills/ Weight Negotiation in cross verifying of Volume weight over Airway bill with vendors for connecting the planned/offloaded cargo.</li> <li>• Finding for the best routes to plan the shipments on direct or Via flights in order to maximize profitability of Air Freight.</li> <li>• Reviewing the co-loader/Airlines performance on fortnightly basis to filter the gaps impacting on the volume of the cargo. Processing all billing related activities to the Accounts team.</li> </ul>	

Organization – Expeditors International		Designation – Senior Executive (Ocean Freight - Key Account Management)	Aug‘2018- Dec‘2018
Domain	Managing Accounts for all Import related shipments in the terms of logistics/ 3rd Party Vendor management/ Transportation/ Customer service/Order processing.		
Roles & Responsibilities	<ul style="list-style-type: none"> <li>Co-ordination with overseas origin offices for consignee's orders.</li> <li>Arranging DO &amp; Shipping line payment, Bill of Lading, Invoicing, Packing List, Check list, Order &amp; Delivery creation.</li> <li>Setting Auto Alerts and expo dsr (for the a/cs having multiple shipments)</li> <li>Shipment processing in adherence to SOP / DLSOP / Desk Files</li> <li>Accurate desk file with correct sell, buy rates &amp; destination charges</li> <li>Filing rates in ATS for all Delhi routed shipments.</li> <li>Compliance by putting HB/L, MB/L, received invoice, billing sheet, urgent correspondence &amp; desk file in e.doc (cdr)</li> <li>Sending advance Documents to customers at the time of COB</li> <li>Accounting – A/R (Ageing report, Received Invoices &amp; Billing process) follow ups on regular basis with Internal Accounts team and Vendors.</li> <li>Ensure CRS updates of all the allotted a/cs on monthly basis.</li> <li>Dispatching Documents / Invoice to Consignees and CHAs as per Customer's requirements.</li> <li>Co-ordination for credit Application and Credit Extensions – OCL.</li> <li>Managing the daily operations with the help of various reports.</li> <li>Updating Consignee, Brokers and other involved parties about shipment arrival. Arrival Notice (Auto Alert). Follow up on pending Delivery Orders with the respective customers.</li> <li>Customer Service responsibilities include maintaining communication with vendors, shippers, customers, carrier and Expeditors overseas offices throughout the quotation process and choosing proper routing appropriate to the customer's needs.</li> <li>Provide quotes in Expeditors System (EI). Review customer accepted pricing proposals to ensure contract integrity.</li> <li>Negotiate cost-effective rates with service providers to ensure maximum profitability. Maintaining SOP and customer profiles including key contacts, special requirements, contract rates and preferred routings/services/carriers. Participate in quotes (Request for rate quotation) for overseas offices as requested.</li> </ul>		

Organization – Flipkart		Designation – Incharge (Mother Hub & Transportation Center)	Oct ‘2015–Aug ‘2018’
Domain	Managing end to end Inbound & Outbound Freight Operations/Distribution/Vendor management/Customer service/ Transportation/First mile ops.		
Roles & Responsibilities	<ul style="list-style-type: none"> <li>Responsible for the Logistics 'Inbound &amp; Outbound 'activities for whole operations. Ensuring the order Management and smooth transitions of cargo/shipments for the respective sector's as per the cut-offs/TAT/SLA.</li> <li>Keeping a Micro observation on the Express deliveries FIFO.</li> <li>Maintaining the Tracker's as per the flow of Inbound &amp; Outbound operations. i.e. Line Haul Reports of Ex-North Region on Daily/Weekly/Monthly basis Such as (Plan v/s Actual, Ex North Tonnage summary, Inbound Tonnage, Diversions, Breaches &amp; Pilferages/Vendor Performance (Deliveries &amp; Upliftment.)</li> <li>Direct</li> <li>Coordination with the Delay &amp; Control Tower team associated in respect to the RTO, Reshipping &amp; Delay in the connections. Providing the daily dispatch details of inbound &amp; outbound movement.</li> <li>Coordination with the First &amp; Last Mile FC &amp; MH Pan India teams for keeping a track on our regular lanes.</li> </ul>		

- Reconciling the discrepancies in Master data.
- Closing the escalations on different challenges escalated over emails of Ex North Region.
- Sharing the call outs of upliftment/delays/breaches on daily basis of cargo.
- Managed Shipment schedule.
- Vendor Management/Processing of Airway way bills/CN Weight Negotiation in cross verifying of Volume weight over Airway bill with vendors for connecting the planned/offloaded cargo.
- Development & improve end to end vendor life-cycle management process & KPI

## **TECHNICAL SKILLS**

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- Applications accessed in Supply chain/Logistics ERP - TMS/ORACLE/SAP/Microsoft Dynamics NAV
- Tools – Microsoft office (Regular skills performed in Excel such as VLOOKUP, HLOOKUP, PIVOT, COUNTIF, SUMIF, Duplicate Check, Etc.)

### **Personal Profile:**

**Father Name** – Mr. Arun Sachdeva | **DOB** – 01/09/1991 | **Gender** – Male | **Marital Status** – Unmarried | **Nationality** – Indian

### **Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date: -**

**Place: New Delhi**

**(Ashish Sachdeva)**