

# Ishan Singh

Operations

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## SUMMARY

• Detail-oriented and proactive professional with hands-on experience as a Logistics Executive in a corrugated box manufacturing company, overseeing transportation of finished goods, managing loading/unloading operations, and ensuring timely deliveries to customers.

Additionally, skilled in administrative support and accurate data entry through freelance work for Dubai-based telecom companies Du and Etisalat.

Seeking to leverage my freight operation and data management skills in a dynamic operational environment.

## EXPERIENCE

### DATA ENTRY SPECIALIST (FREELANCER)

Jul '23 — Jul '24

DUBAI

DU AND ETISALAT

- Conducted data analysis and reporting using MS Excel and Power Query, optimizing workflows and ensuring accuracy in large datasets.
- Updated and maintained sales records, including agents' sales, to improve operational efficiency.
- Maintained compliance with organizational policies, showcasing attention to safety and regulatory standards.
- Monitored and verified time-sensitive data entries, ensuring alignment with organizational policies and compliance standards.
- Collaborated with cross-functional teams to deliver actionable insights, reflecting skills in coordinating across diverse team.
- Demonstrated strong attention to detail and analytical skills, enabling the resolution of data discrepancies and enhancing reporting accuracy.

### LOGISTICS EXECUTIVE (ROAD TRANSPORTATION)

Jul '24 — Mar '25

lucknow, India

LUCKNOW

S. ENTERPRISES PVT.LTD LUCKNOW JULY 2024 – MARCH 2025

- Coordinated end-to-end transportation of goods from factory to customer locations via trucks.
- Coordinated with drivers for vehicle allocation and route planning to optimize delivery efficiency.
- Monitored and tracked daily vehicle movements using manual logs and GPS updates to ensure timely deliveries and reduce transit delays.
- Supervised loading and unloading activities, ensuring safe handling of goods and minimizing product damage.
- Prepared delivery challans, LR, transport invoices, and road freight documents for each consignment.
- Ensured compliance with customer-specific packaging, labeling, and documentation standards.
- Resolved transport-related issues including delivery delays, rerouting, and customer coordination thus improving turnaround time (TAT).
- Maintained dispatch logs, proof of delivery (POD), and daily transport records.

## EDUCATION

### HIGHER SECONDARY CERTIFICATE 12TH in Science, THE LUCKNOW PUBLIC COLLEGIATE

May '18 — May '18

lucknow, India

## CERTIFICATIONS

### MASTERING PROCUREMENT - ESSENTIALS SKILLS AND COMPETENCIES/SCM, SCM DOJO

Feb '25

### COMPLETE SUPPLY CHAIN MANAGEMENT, LOGISTICS, AND SHIPPING, UDEMY

Feb '25

## SKILLS

**Problem-Solving Skills** Quickly resolving supply chain disruptions

**Communication Skills** Clear coordination with suppliers and customers

**Collaboration Skills** Ability to handle multiple shipments

**Adaptability Skills** High-pressure logistics environments

**Time Management** Ability to handle multiple shipments, deadlines, and operational tasks efficiently