

# Gautam Sachdeva

## Logistics, Supply Chain and Procurement

A hardworking, focused and disciplined student based in DUBAI, UAE with a sponsored visa. Undergoing Post Graduation and simultaneously looking for a suitable opportunity which bring the best out of me.



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MAHE DUBAI, Academic City, DUBAI

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## WORK EXPERIENCE

### Assistant Distributor EMERGING WORLD FZC (PRAN)

04/2022 - Present

Dubai, UAE

PRAN - RFL GROUP

#### Tasks

- Assist the head distributor managing the warehouse
- Manage the Fast, Slow and Non Moving Product
- Maintain FIFO
- Manage the credit and cash orders & returns
- Work on the daily updated stocks/inventory reports

### Assistant Project Manager • Zoetic BPO Services Pvt. Ltd.

09/2020 - 09/2021

Noida, India

Government Tender Work

## EDUCATION

### Post Graduation (Diploma) Manipal Academy of Higher Education, Dubai

09/2021 - Present

Dubai, United Arab Emirates

GPA

- 8.60

### B.Tech. in Computer Science University Of Petroleum and Energy Studies

08/2017 - 05/2021

Dehradun, India

Overall CGPA

- 8 (80%)

### Senior Secondary Education (12th) Ramjas Sr. Secondary school NO.2 Anand Parbhat - Delhi

04/2016 - 02/2017

Delhi, India

Percentage

- 80%

### High School (10th) Delhi Public School

05/2014 - 05/2015

HISAR

CGPA

- 9.8

## SKILLS

**HARD SKILLS :** Logistics Management, Supply Chain Management, Operations Management, Warehouse Operations, Warehouse Management Systems, Negotiation, Transportation and Inventory Management, Category Management, Financial Acumen

**SOFT SKILLS :** Effective Communication , Logically Organized Thoughts, Natural Facilitator, Time Management, Leadership, Understanding of customer's expectations Vision, Desire to learn, Mentoring, Analytical Skills, Technology Aptitude

**Software Experience :** All open source software, MS Office, SQL, Python(beginner), Excel (VBA, Macros, Charts, Pivot tables)

## SPECIAL TRAININGS

Cargo Freight Management

Logistics and Supply Chain Management

Material and Inventory Management

Packaging

Warehousing

Sales And Distribution

Global Supply Chain and Logistics Management

International Trading

## ACHIEVEMENTS

Public Relations Head in C.S.I.

Record Management Head at Think Big Data Society

Gold medalist in mathematic Olympiad (AIR 8)

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Full Professional Proficiency

## REFERENCES

Available on Request