



Vaibhav Saxena

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OBJECTIVE

Secure a responsible career opportunity in Supply Chain and Logistics to fully utilize my training and skills while making a significant contribution to the success of the company.

WORK EXPERIENCE

AAJ Enterprises, Kundli, Sonipat Management Trainee January 2022 - June 2022	<ol style="list-style-type: none">1) Responsible for the implementation of SOP with proper adherence and effective implementation for suitable business Support.2) Prepare daily, weekly, and monthly reports & statistics and shared the same with Management and clients.3) Conducted Month operational reviews with Top Management.3) Monitored team Performance & provided training and feedback at regular intervals.4) Performing day-to-day activities in QC and Dispatch Department, maintaining quality standards and efficiency of the order flow.
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ACADEMIC PROFILE

Course	Institute and Grades	Duration/Year of Passing
MBA	GLA University, Mathura 82.3	2022
BBA	GLA University, Mathura 67	2020
Class XII	N.I.O.S 52	2016
Class X	Ramanlal Shorawala Public School 66.6	2014

INTERNSHIPS/PROJECTS

Om Logistics, Jamalpur, Gurgaon	<ol style="list-style-type: none">1) Interact with various departments like operation department, POD Department.2) Provide support to logistics staff to achieve department objectives.3) Participate in invoicing verification/tracking of the vehicles.4) Learn how to manage the inventory in the warehouse.
Inventory Management	<ol style="list-style-type: none">1) The goal is to improve product quality.2) To maintain the desired stock level of specific products.3) To provide operations with an ongoing supply of materials.4) Using different techniques to manage inventory in the Warehouse.

AWARDS, ACHIEVEMENTS AND POSITION OF RESPONSIBILITY

MS Excel	MS Excel certification from SafeJob
E-Commerce Operation	Certification in E-Commerce Operations.
1)MS Excel 2)E-Commerce Operation/E-Commerce Operation 3)Warehousing 4)SAP MM	<ol style="list-style-type: none">1) MS Excel certification from SafeJob.2) Certification in E-Commerce Operations.3) Certification of Warehousing by SafeJob.4) Certification in SAP MM by SAP Training Academy.

Extra-Curriculars:

- 1) Participated in the HR Conclave.
- 2) Participated in Cricket Tournament and Badminton Tournament.

Soft Skills:

- 1) Excellent verbal and written communication skills.
- 2) Works well under pressure and time constraints.
- 3) Effective negotiation skills.

Acquired Skills:

- 1) MS Excel, MS Word, MS PowerPoint.- Beginner level
- 2) SAP (Material Management).
- 3) Warehouse Operations, Procurement, Inventory Management, Supply Chain Management.
- 4) Inventory Control, Continuous Improvement Process.
- 5) LEAN Six Sigma Yellow Belt.

Hobbies

- 1) Travelling to understand the diversity which helps in understanding people & contribute to my job as well .
- 2) Team Management

Languages Known:

- 1) English 2) Hindi