

Resume

SAHIL SANGWAN

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Career Objective

- I have total 3+ Years of Exp. In Supply chain Management as a Shift Incharge.
- Seeking entry into a challenging work environment of an organization and share its vision of being an admired organization in all aspects. I put myself forward as un-enthusiastic and confident executive wanting to take up a position in your esteemed company.

Educational Qualification

- Process MBA in Supply chain management in (NMIMS University Mumbai).
- Passed B.A. From MDU in (2022).
- Passed Senior Secondary from Board of Sec Education. Ajmer Rajasthan in (2018).
- Passed Secondary from Board of Sec Education. Bhiwani Haryana in (2016).

Professional Qualification

- Master Diploma in Computer Software Technology.

Computer Skills

- Good working experience on MS Excel, MS word, PowerPoint, ,Accounting .
- Operating System, Window 95, 98, XP Professional, Server 2003 Vista, Etc.
- Handle computer problem
- Familiar with Internet Operations.
- English Typing in computer.
- Hindi Typing in computer.

Professional Experience

Reliance B2B & Trends (Sr. Dock Associate) (Nov 2021- Nov 2023)

SF international (Reliance Retails)

As Shift Incharge .-

- Manpower Planning Dispatch Stock
- Inbound and Outbound Planning Trip planning
- Coordinate with other departments such as procurement facility and IT for the smooth activities of the operations and facilities in overall manners

Sr. Dock Associate DEPS & Cooling

- Coordinating manpower planning and responsible for team building MIS preparation
- Planning of day-to-day operations for smooth and best services.

- Meeting and coordination's- Per day motivates all pickers and Associate for our target achievement and improve efficiency.
- Per day coordination with all operation Team Regarding any issue of short, excess, damage and others issues.
- Managing the day-to-day activities of the team.
- Route Planning Custom Clearance

Pickup Department:

- Arranging Pickup on time daily basis.
- Unloading the Pickup vehicles. Quality checking of each shipment. Checking the all shipment at the time of booking.
- All location of Pickup shipment in their respective location.
- Docket entry approving and handover all pickup shipment as per schedule to Hub team with data. Monitoring DEPS report.
- Extra taking care of High value shipment.

Delivery Department:

- Arranging delivery on daily basis.
- Unloading the incoming shipments as per challan. Sorting all dockets and shipments area wise.
- DRS preparation for loading the POD vehicle's.
- Preparation COD (Cash on delivery), FOD (Freight on delivery). Prepare the ontime delivery parameter on daily basis.
- Image approving of POD (Proof of delivery). Approving MR after collection of FOD & COD. Preparation PFN (Pod forwarding note). Maintains warehouse stock. Handling customary query.

Personal Details:

Name: Sahil Sangwan

Father Name: Surender

DOB: 2 May 2000

Language: English & Hindi

Hobbies: Playing Volleyball and listing Music.

Declaration: All the information shared in the resume is correct, and I take full responsibility for its correctness.

Date: 1 Nov 2023

Place: Gurgaon

Signature