

CURRICULUM VITAE

VIJAY PRAKASH

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SUMMARY OF SKILLS

Quick and Good Learning or Grabbing Skills to Learn New Operational & Manual Process to complete a task. Also have a good understanding skill/ Team Management/ Convincing Ability/ Man-Power Handling with Efficient Manner/ Knowledge of ERP/ FIFO/ 5S/ Team Briefing/ Manage TAT (Regular Cut-Off)/ Transportation/ Vehicle management & Tracker management/ In-Bound–Out-Bound Inventory Management / Floor Management/ Logistics.

PROFESSIONAL PROFILE

- Over more than **8+ years** of experience in **Logistics & Warehousing, Transportation, Logistics Coordinator & MIS Executive (Operation Dept.)**
- 5 years experience in **Dispatch & Ops. Asst. Inward/ Outward** in Religare Enterprises Ltd & First Flight Couriers Ltd. (New Delhi)
- Also have approx. **1.6 months** experience in as an **Account Assistant** in UJVNL (Uttarakhand Jal Vidyut Nigam Ltd.) Dakpathar, Dehradun.

ORGANIZATIONAL EXPERIENCES

UJVNL (UTTARAKHAND JAL VIDYUT NIGAM LTD.)

Worked with “UJVNL (UTTARAKHAND JAL VIDYUT NIGAM LTD.)” in Dakpathar, Dehradun as an **Acct. Assistant** (Out Source thru CA firm Rawat Nakoti & Co.) for VHEP (Vyasi Hydro Electrical Power) ongoing Petition work.

JOB DURATION: - June, 2023 to Nov, 2024

FLIPKART INDIA (INSTAKART SERVICES)

Worked with “INSTAKART SERVICES PVT. LTD. (FLIPKART WAREHOUSE)” in Bamnoli Village, Dwarka Sec-28, New Delhi as a **Hub In-Charge -1 (Grade – 5)**

JOB DURATION: - October, 2013 to Mar, 2023

JOB PROFILE

- Managed regular Cut-off (TAT) for Inbound/Outbound Local, Zonal, National & Air Load movement.
- End of the Shift Final In-bound & Out-bound load daily reporting to Concerned Senior of Company on daily basis and solely responsible for any variance.
- Managing the FIFO Process for Inward and Outward load movement.

- Managing inventory on the floor for Inbound and Outbound load (Shipments Bags) constantly moving as per available Daily Regular Cut-off without facing any lacks and Breaches.
- Inbound and Outbound Process. (Including Documentation/ transportation/ Checklists/ Short & Excess load Pre-alert/ Counter Pre- Alert and many more related issues).
- High Priority for **SDD (Same Day Delivery)** & **NDD (Next Day Delivery)** shipments bags.
- Managing **CPD (Customer Promise Date)** shipments and High priority shipments movement daily Basis.
- Regular Coordination with the Airport team for Flight availability and load acceptability as per load pendency on the floor.
- Updating daily SPR reports and ensuring that all Local/ Zonal/ National & Air movement reports without any lack's information are shared with Manager's & Teams.
- Regularly basis-maintained Floor activities like - 5S/ Discipline/ Briefing/ Auditing and other floor activity.
- Route planning of inter-city transport need.
- Route optimization for a vehicle as per load and in-transit time.
- Co-Loaders performance review as per designed SLA on TAT, quality of team of drivers and vendor's strength on a route.
- Set up of Surface Line Haul of within zone connections as well as Long Route Vehicle planning between zones.
- New planning as per load and cost, Keep transporter's rates within cost projection and dispatch cut-off times to meet overall SLA.
- Gain commitment from internal and external team to achieve the agreed service level.
- Monitoring deliveries as per TATs. Manage the surface mode to be the best solution within a cost to deliver consignment to destination city by synchronizing vehicle dispatch time at different locations.
- Ensure online tracking of vehicles. Successfully get all major routes monitored and live on GPS track. Also linking the GPS track to internal ERP & TMS.
- Managing a team of PAN India to co-ordination with transporters, co-Loaders & operations team.
- Lead PAN India transit hubs, transports and Line Haul for timely connection and in-scan the Load at destination.
- Checking all bills according to MIS report.
- Make Line haul TAT report with all transit hubs LPC.

PRIOR EXPERIENCE

(A) FIRST FLIGHT COURIERS LTD.

**Worked with "FIRST FLIGHT COURIERS LTD." in Okhla Phase IIInd & IIIrd Industrial Area,
New Delhi as Ops. Executive- Inward/Outward.**

JOB DURATION: - May, 2011 to October, 2013

JOB PROFILE

- Received 2000-2500 shipments per day with Docs, Parcels, CC, COD & To-pay.
- Generate Incoming DRS (Daily Run Sheet) to Load wise.
- Prepare Branch Misroute or Add Shifted on regular basis to Load wise.
- Update the DRS after Delivery Attempts.
- Prepare RTO, C/ments with reasons as PSD, WOF, POS, OCD, BCD & ADI etc.
- Tally all the C/ments on regular basis.
- Prepare full & final Data with zero (0) reports on regular basis.

- Handle all the Incoming & Outgoing queries softly.
- Maintain daily Inward / Outward report.

(B) RELIGARE ENTERPRISES LTD.

Worked with “RELIGARE ENTERPRISES LTD.” in Nehru Place, New Delhi as Dispatch Exec. - Inward/Outward.

JOB DURATION: - Jan, 2008 to March, 2011

JOB PROFILE

- Worked with Dispatch Inbound & Outbound Dept.
- Received 3000 shipments per day with O/post & S/post.
- Scan the POD & update the Incoming Entry for the C/ments in RDMS Software,
- Prepare Run sheet for the Entry C/ments.
- Shorting the C/ments to Floor wise & Dept. wise.
- Attempts deliveries for all the C/ments & update the Run sheet.
- Handle all the Incoming queries softly.

PERSONAL DETAILS

ACADEMIC CREDENTIALS

- Graduated with Bachelor in Arts Stream from Jodhpur National University.
- Senior Secondary Passed from NIOS.
- High School from Uttaranchal Board.
- NSS Volunteer from NSS Scheme (In School).

IT CERTIFICATIONS

- ❖ **RDMS** (Religare Documents Management System) **RELIGARE** Owned Software.
- ❖ Knowledge of Computer, Internet & MS Excel, Google Sheets, PDF Etc.
- ❖ **TC APP, ERP & TMS** (Transport Management System) **FLIPKART** Owned Applications.

- **Address** : A-42 A, 3rd Floor, Suraj Vihar, Dwarka More, New Delhi- 110078
- **Date of Birth** : 10th August 1984.
- **Father's Name** : Sh. M. R. Pandey.
- **Marital Status** : Married.
- **Language Known** : Hindi & English.
- **Hobbies** : Listening Music.

DECLARATION

I hereby declare that all the above information are true and correct to best of my knowledge.

Place :
Date :

(Vijay Prakash)

