

GAURAV GUPTA

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Career objective

Seeking a job which gives me a chance to apply new ideas developed through my observation of the new and changing trends in the financial world that would help me spot business opportunities

Current Functional area:

Overall responsibility to develop and implement Operation strategies and processes in support of a global business unit including Warehouse planning, Operation Planning, customer service, distribution and establishment and hiring functions with the objective to manage, execute and develop the advance operation planning and processes in a cost-effective, customer-focused manner.

CURRENT JOB PROFILE:

Currently working with **SAR GROUP**. As a **Logistics Executive** at DELHI from 1 Nov to till date

Worked with **spoton pvt ltd**. As a **Customer support exevutive** at DELHI from DEC 2020 to 8 OCT 2021.

Worked with **Om Logistics Ltd**. As a **CRM & Logistics Coordinator** at Noida from July 2013 to NOV 2020

Experience :

- ✓ Planning to manage day to day warehouse operation activities.
- ✓ Record updating of Inward and Outward material.
- ✓ I have handling 30 clients services
- ✓ Providing dispatch report to customer with invoice details as per their requirement
- ✓ Undelivered shipment Co- ordination and follow ups for Clearance
- ✓ Expected delivery monitoring and following up for regularizing the Movements as per Commitment date
- ✓ Maintain an awareness of customer needs and potential service issues through regular telephone contact, including escalated calls
- ✓ Proactive notification to Customer as per the prescribed Undelivered Report Format
- ✓ Providing POD to customers on urgent delivery shipment
- ✓ Coordinate with concerned person and location about damage/shortage/missing cases within the timeline and provide status to clients.
- ✓ Follow up the bill issues of customer to coordinate with billing department
- ✓ Inward and Outward document check and prepare.
- ✓ Use of FIFO Maintaining.
- ✓ Manage day to day deliveries and customer services.
- ✓ Plan to manage pickup and deliveries from all location and update to in MIS Report
- ✓ Prepare daily, weekly/monthly warehouse MIS and reports.
- ✓ Working on ERP software
- ✓ Using excel function like v-lookup, pivot table etc.

QUALIFICATION:

- Graduation B.B.A from CCS UNIVERSITY Noida in 2012.
- Higher Secondary C.B.S.E BOARD, IN NOIDA 2009

- High School from C.B.S.E BOARD, IN NOIDA 2007

PROJECT :-

Logistics & Supply Chain Management.

Knowledge of Computer, MS-Office, Internet Window XP, Window 7.

KEY SKILLS:

- Convincing power of People
- Good Communication
- Team Work

- DATE OF BIRTH : 31-08-1991
- FATHER'S NAME : Mr. Suresh gupta
- LANGUAGE KNOWN : English, Hindi
- MARITAL STATUS : Single
- HOBBIES :Communicate with new People,watching cartoons
palycricket in spare time.
- RESIDENCE :Bhatta colony salarpur noida,Noida (UP)

DECLARATION:

I hereby declare that above mentioned details are correct and complete to the best of my knowledge.

Date:

(Gaurav gupta)