Harmendra Dave

Email: hharmendra@gmail.com Contact: 98985 04230

CAREERGOAL

Seeking assignments in area of Logistics and Operations in an organization with a progressive work environment, synergy in operations & IT, employee empowerment and right opportunities for growth.

SYNOPSIS:

 A resourceful administrator & strategic planner with around 2 decades of extensive and rich experience in managing the entire gamut of operations, logistic activities and IT.

 Skilled in handling logistics operations to provide timely delivery of consignments involving liaising with regulatory authorities, transport companies, and other external agencies.

 A proactive planner with expertise in planning & execution.

AREAS OF EXPOSURE:

Warehouse Management

 Manage the warehouse with proper safety and custody of goods.  Responsible for overall operational integrity of the goods.

Physical & Commercial Operations

 Manage loading and unloading of goods to and from designated storage area, such as racks, shelves, or vehicles.

 Develop long-term partnerships with suppliers and managing day-to-day supplier performance to ensure meeting of service, cost and delivery.

 Evaluate the project cargo to be transported and type of vehicle required.

 Responsible for management all the tasks such as loading, unloading, sorting, picking, stocking, staging, fabrication, and transportation of goods.

E-commerce Operation Regional

 Looking daily order analysis  Reverse Pick up Management  Customer Query Solution.

 E-commerce Client Billing.

 E-commerce delivery management.  C/ment Movement Management.

 Cargo Handling and management etc.

Vendor Management

 Assist and facilitates the delivery teams to manage critical projects, develop budgets and secure cost savings through the creation and implementation of vendor management strategies.

 Conduct benchmarking activities to help identify opportunities and critical path.  Improve vendor management processes and communication.

 Facilitate vendors for continuous improvement in their performance through effective and efficient vendor governance frameworks.

Information Technology

 Implement software, supporting users at different locations (Including Hardware Support).  Translate business needs into technology that supports the company’s business objectives.

ACE FABRICS LLP – SR LOGISTICS & ACCOUNTS

* Looking customer outstanding
* Looking unbilled
* Create Credit Note, JV, MR Etc. Account related all entry done in ERP
* Ledger Reconciliation
* Margin Report
* Other All account Related Work
* Monitor store and dispatch of goods
* Good return and reprocess inventory mention.
* Manage Transportation as per requirement of company
* Cost analysis of Transportation and vendor management etc

GLOBE ECO LOGISTICS PVT LTD: Account and Branch Operation Manager –Corporate

[June-2017 To 09, Feb, 2022]

 Looking branch operation activity.

 Looking branch accounting like cash book other branch account related works.

 looking various type of reports of branches like NP, GP, DCR, DBR, Fright Audit etc.  looking branch Fund Transfer daily basis.

 looking branch Appointment and Training Schedule.

 Looking New account and Operation development as per management required.

  Looking Cost analysis of movement wise.

  Corporate Client Issue resolution.

  Vehicle placement analysis branch wise & Proper MIS mention branch wise.

  Vendor payment and Transport Payment as per schedule.

Shree Maruti Courier Services: Cargo & Logistics Development Manager – Corporate [March 2015 – May 2017]

Significant Contributions

 Looking at Cargo movement and record all deliveries.

 Selecting vendors and managing long-term relationships.

 selecting of goods to be sent to airlines and do the costing for the same.  Creating MIS of network and vendor cost.

 Hub movement and costing.

 making sure that all transport fleet vehicles are properly maintained and serviced.

Countrywide Logistics: Manager Operation - Corporate [April 2012 – March 2015]

Significant Contributions

 Looking after company’s financial statements and accounting pan India.  Managing the daily activities and performance of route drivers.

 checking the movement of goods from company to clients.

 Responsible for all of the dispatching, routing, and tracking of delivery vehicles.

 Responsible for activities related to warehouse starting from Goods receipt to post goods issue.  Handling client’s issues and resolving them.

 Recording all the stock movement and deliveries in database and preparing regular reports.  Preparing the daily MIS for the vehicle placements for each client.

Patel on Board Couriers: Manager – Central Region (Rajasthan, Gujarat and M.P.)

[August 2003 - March 2012] Significant Contributions

 Installing of New Software & updating the existing Software in Branches under Gujarat Region (Including M.P., Rajasthan-28 Branches).

 Processing Database as per the requirements of Company rules.

 generating various types of Reports like Billing, Out-Standing, Administration Report, Monthly performance and many more.

 Trouble-shooting the problems with System (including Software and hardware) under Gujarat

Region.

 solving the problems faced by clients in all branches under Gujarat region.

 Checking the Cash Bank Statement, Reconciliation Statements & Related Documents.  Looking at all branches’LAN Connection, Internet Connection and other networks.

 Solving Software & Hardware related issues in under Gujarat Region branches.

 PROJECTS UNDERTAKEN:

 HOP Suite Systems: Responsible for the implementation of the software all over Gujarat branches. Also, looking after the data transfer through the web.

 Integrating Visual Basic 6.0, SQL server maintenance.

Associated Road Carriers: Audit Officer and Fleet Department Manager [July 2000 – August 2003]

[ A 9002 Certified & 2nd largest Surface Transport Co. in India] Significant Contributions

 looking after OPERATIONAL/EDP/IT activities of Ahmedabad branch and Gujarat branches.

 Handling Co-Loading Management System (Oracle D2K based), Oracle data backup and restore (Export-Import).

 Developing application required at Branches, E-mailing, Internet, Users creation.  looking after company’s fleet operation (vehicle required for goods movement).

Road Transport Corporation: Jr. Programmer & Asst. Hub In-charge [April 1995 – June 2000]

Significant Contributions

 Restructuring and maintaining after EDP/IT activities of Hubs.

 Handling companies’ program for the Hubs and monitoring Traffic In charge.  looking at field work like vehicle loading and unloading and crossing at hubs.

 Creating system for Payroll and Accounts (FoxPro based), Daily and Monthly MIS, E-mailing, Internet, User creation and maintaining after mail server.

Patel Roadways Ltd.: Computer Operator& Customer Care Executive [March 1989 – March 1995]

Significant Contributions

 Develop and Administer EDP modules.

 Understand the customer calls related to the project and resolve the same through appropriate process.

 Work as a Data Entry Operator and support Customer Care.

 Managing transhipment, loading and unloading of goods at the field.

ACADEMIC CREDENTIALS:

 Bachelor Degree in Commerce (1995) from Gujarat University, Ahmedabad, India  Programming in Computer from ACT 1998

 Indian Air Lines Cargo Automation Exam pass.

PERSONAL DETAILS:

Name

Date of Birth Present Location Marital Status Languages Known

: HARMENDRADAVE : 21ST JULY 1974

: Ahmedabad: Married

: English, Hindi, Gujarati