

CURRICULUM VITAE

RAJEEV KUMAR TYAGI,

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Key Word

□ Warehouse Management/ Housekeeping/ MIS & Co-ordination

M.Com from Chaudhary Charan Singh University, with Diploma Computer operating level, **47** ages having more than **20** years of working experience in varied field in warehouse/logistics management. Purchase & Contracts Vendor Development Budgeting and cost optimization warehouse & Distribution management Inventory Control.

Leading and motivating the entire transport team and responsible for looking after 25 vehicles which run on a 24 hour basis. On call out of hours and at weekends to deal with any urgent matters.

The Logic activities at plant level i.e. Local Purchase, Transportation arrangement, Dispatches, stores, stock & Inventory Controls.

Exposure in ERP and Other Software areas

- Presently working with SAP & Knowledge of “NAVISION” an ERP, Tally ERP-9, Excel, Word, Conversant with all module i.e. GL, AP, AR, Inventory, Fixed assets, Fixed deposit etc.,

Executive Summary

About the Company	Desg/ Place of Posting / Reporting	Tenure	Job Responsibility
Indospirit Distribution Limited B -230, Okhla Phase – 1, New Delhi, India, 110020 Warehouse Khasra No. 586, NatkurBijnour Road, Lucknow	Logistics Officer /Excise	Since June, 18 to Nov. 2020	Inventory Control, Reporting to the Client on daily activities, Stock Maintenance, Coordinating with Audit, Supervision of In -coming and out going stocks into the Warehouse. Bill Processing and general account etc. Excise work.
Atlas Cycle (Haryana) Ltd. Sonapat	Logistics Officer / GM-SCM/ Logistics	Since Nov. 2005 to nov2017	Supervision of in coming and out going stock into the warehouse. Visual inspection of stock recd for damages and raising. Responsible for maintaining complete records for stock inwards & outwards. Proper storing as per stacking norms. Verifying delivery address, phone no. for individual customer and verifying commitments given to individual customers and dealers. Timely MIS relating to Logistics. Coordination &

			communication with dealers & division regarding dispatches. Coordination with Authorities in Check posts/ State borders to sort out issues of truck hold-ups or other associated problems.
Agilent Technology in Grugaoan	Co-Ordinate (Vender / Logistics) SR.Logistics Manager	Since Sep'03 To Oct'05	Screening the Challans and forming Route for transportation. Requisition for vehicles accordingly and co ordination with transporters for the same. Ensures necessary PDI is done for customers replacements and coordinating with service team for the replacements. Setting the SOPs for Transportation /Logistics Vender Empanelment . CFA Agencies, LL and Transport Vendors service and cost evaluation on quarterly on quarterly basis. Effective Vender Management. Ensuring the bills verified & Approved on a timely basis.
M/S XPS CARGO SERVICE at Pune, Nasik and Mumbai. XPS CARGO is a division of Transport Corporation of India Ltd. Gurgaon.	Supervisor Operation & Warehousing / Logistics Manager	Since Feb. 1998 to April 203	Verifying delivery address, phone no. for individual customer and verifying commitments given to individual customers and dealers. Timely MIS relating to Logistics. Coordination & communication with dealers & division regarding dispatches. Coordination with Authorities in Check posts/ State borders to sort out issues of truck hold-ups or other associated problems.

- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
- In charge of the day to day operations of the transport department.
- Efficiently managing a team of drivers and vehicles.
- Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
- Dispatching complex and oversized goods to national and international destinations.
- Ensuring company compliance of all transport policies, legislation and procedures to do with tachograph and towing etc.
- Managing, monitoring and developing a team of drivers and line managers.
- Involved in strategic development and strategy making.
- Being the first point of contact for all drivers.
- Making sure that all transport fleet vehicles are properly maintained and serviced.
- Arranging for the induction and training off all new staff.
- Regularly liaising with the delivery manager to ensure a smooth running of both departments.
- Updation of all excise registers (Duty registers , stock registers & sales registers)

- Process of excise & import duty deposit (on line & off line)
- Maintain monthly stock & duty statement as per excise department (Incoming & outgoing stock report)
- Process of gate pass & EVC gate pass (BWFL , FL 1 , FL 1 A)
- Maintain all the registers on excel sheet
- Time to time check the stock in warehouse

Qualification Details

Exam	Board / Univ.	Subject	Year of Passing
M.Com	C.C.S.Univ.Merrut	Hindi, Eng., Acct. banking, business management, Tax	1996
B.Com	C.C.S.Univ.Merrut	Hindi, Eng., Acct. banking, business management, Tax	1993
10+ 2	U.P. Board Allahbad	Hindi, Eng, Acct,	1990
10	U.P. Board Allahbad	Hindi, Eng, Acct,	1988

Personal Details

Father's Name : Sh. Vikram Singh Tyagi

Date of Birth : 28 Jan. 1973

Permanent Address : H.No. 151, Gali No. 17
Subhash Nagar, Gandhi Colony
Muzaffar Nagar (U.P)
Ph : 0131-2411872

Computer Skills : Knowledge of Computer Software
"NAVISION" an ERP, Tally ERP-9, Excel, Word, Oracle Database,
Conversant with all module i.e. GL, AP, AR, Inventory ,up Excise potal
software

Marital Status : Married

Nationality : Indian

Language Known : English & Hindi

Salary Drawn : **19000/=take home**

Salary Expected : As per co. rules

Date :

(Signature of Applicant)