

BIO-DATA

APPLICATION FOR THE POST OF	SUPPLY CHAIN/ LOGISTICS AND COMMERCIAL EXECUTIVE
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NAME : MANISH SINGH
DATE OF BIRTH : 05/07/1990
MARITAL STATUS : UNMARRIED
PRESENT ADDRESS : MAHALAXMI COMPLEX C ROOM NO 307
PERMANENT ADDRESS : HARIYA PARK DUNGRA VAPI GUJRAT
VILL.-: BARAURA POST-CHAURA
DISTRICT-BALLIA, UTTAR PRADESH
LANGUAGES KNOWN : ENGLISH, HINDI,
MOBILE NO : 9795451339
EMAIL ID : ms1109499@gmail.com

EDUCATIONAL QUALIFICATION :

S.N o.	EXAM PASSED	YEAR OF PASSING	MA RKS %	SCHOOL/COLLEGE	BOARD/ UNIVERSITY
01	SSC.	2004	60%	S.R.R .G. INTER COLLEGE DAULATPUR BALLIA	U.P. BOARD ALLAHABAD
02	HSC.	2006	68.4 %	SEVA SANG INTER COLLEGE SOHAON BALLIA	UP BOARD ALLAHABAD
03	B.COM	2010	55.3 8%	SMMTD COLLEGE BALLIA	PURVANCHAL UNIVERSITY- JAUNPUR-(U.P.)

COMPUTER KNOWLEDGE - MS OFFICE (MS WORD ,EXCEL ,POWER POINT) ,SAP -SD
MODULE AND MM MODULE ,TALLY,INTERNET.

COMPUTER COURSE- CCC(DOEACC),BCC(DOEACC).

PRACTICAL EXPERIENCE :-6 YEAR EXPERIENCE IN FOOD ,TEXTILES AND CHEMICAL
COMPANY.

PRESENT EMPLOYMENT DETAILS :

I	FROM AUGUST 2020 TILL DATE	Capital food pvt ltd Post Held:- supply chain and management executive Reporting to supply chain head
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II	COMPANY PROFILE	This Company is a leading food company .with a line brand Chings secret,noodles, soup spices and many more.
III	JOB PROFILE	<p>Prepared all Dispatch Goods Delivery Challan & Invoices as per Delivery Orders</p> <p>Arrangements of all Transportation regarding material and finished good dispatch.</p> <p>Prepare E Waybill at Government Site.</p> <p>Communication with Local Agencies, Clients and Transporters &</p> <p>Make Documentation related to dispatch and logistics for sales accounting purpose.. Follow up with QC for .</p> <p>Able to plan/schedule transport/vehicle on daily basis to dispatch .</p> <p>Knowledge of Bar- coding. Supervise work while material is being loaded and dispatched and ensure that Invoice and On-line e-way bill is prepared. Keep GST/Dispatch records as per Requirement. Palletisation and Container stuffing , Packing List preparation</p> <p>Delivery challan and Invoice preparation</p> <p>Experience in Logistics. Planning of daily dispatches other responsibilities of Logistics .</p> <p>Proper documentation in sap SD and MM MODULE.</p>
IV	ACHIEVEMENTS	Proven experience as supply chain and management executive.

PREVIOUS EMPLOYMENT DETAILS :

I	From Jan 2016 to Aug 2020	JBF INDUSTRIES pvt ltd. Post Held:-logistic executive Reporting to head of department.
II	COMPANY PROFILE	This is a leading textile company in d&nh
III	JOB PROFILE	Actively Participation and successful implementation of SAP-MM and SD Module & Tally ERP 9. ** Handling Accessory Stores/Warehouses Smoothly . ** Responsible for purchase order by liaising with internal staff as well as the suppliers / vendors .ensure all purchases are approved within budget responsible for purchase control and monitor inventory and receipt of goods. Prepared all Dispatch Goods Delivery Challan & Invoices as per Delivery Orders Arrangements of all Transportation regarding material and finished good dispatch.
IV	ACHIEVEMENTS	Cost reduction by developing new vendors. Developing modern, highly automated warehouses

PREVIOUS EMPLOYMENT DETAILS :

I	From June 2012 to December 2016	Sri hap chemicals enterprises pvt ltd Held post : commercial and logistics executive
II	COMPANY PROFILE	This Company is a chemicals company
III	JOB PROFILE	Posting the sale and purchase invoice through Tally ** Handling payment process po / non po through Tally Responsible for looking all the statements of account of all suppliers and their payments. **Responsible for Maintaining the warehouse stock . ** Central excise and dispatch liaising work and statutory compliance. ** Planning and Procurement of raw material spare parts store and consumables etc. ** Freight negotiation with transporter and courier. Allocating of Managing Staffs & Resources as per Needs and Maintaining MIS. Reports to Management Also. ** :Daily check the MSL. Items/Updating GRN./Issue of materials/RGP./NRGP. And Traceability of items by system. ** Material Moved through FIFO/LIFO Base on the floor.

IV	ACHIEVEMENTS	Involvement in Company Software Program & Implementing them Smoothly and day by day working on System, Controlling on Consumable items and Cost Reduction on Purchasing of Materials, .
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SKILLS:-

- ❖ Very Positive Attitude and Dedication towards the work & Understanding about our Responsibilities.
- ❖ Good Communication Skill.
- ❖ Good Data Analytical Skill.
- ❖ Team Building for performing the job, creation of Healthy atmosphere on working Place.
- ❖ Development and Implementation of Systems & Procedures as per requirement of Management for betterment of Organization.
- ❖ To maintain Very Good co-ordinal inter Department relation and Handling as well as.
- ❖ Good knowledge and experience of the job performing & System Friendly

EXPECTED SALARY : NEGOTIABLE-(As per Org. & Job Profile)

Place :

Date :

Thanks & Regards
Manish singh

