

# CURRICULUM -VITAE

## **Dileep Singh Kushwah**

H-7A,Golf Course Colony

Kanpur Nagar( U.P)

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### **Career Objective:**

- Be close to become perfect whatever I do.

### **Professional Qualification:**

- MBA: from Madurai Kamaraj University (2010).

### **Area of Specialization:**

- Operation Management
- HR

### **Academic Credentials:**

- Graduation from Jiwaji University Gwalior in 2007
- Intermediate from M.P. Board in 2003
- High school from M.P. Board in 2001

### **Technical Exposure:**

- Internet Operation & Smart Excel (Vlook up,H lookup,Pivot table etc.)
- Texma Software and ERP Proficient

### **Achievements:**

- Best Dispatch person Awarded in **Ankhua Exports Pvt Ltd.**
- Best performer for Minimize damage percentage of raw materials in **Marvel Vinyls Ltd.**

### **Experience:**

- Currently working in **Rosmerta Safety System Pvt Ltd** as a **Hub Incharge** Last Mile Operation. since jan'2021 to till date.
- Worked in **Marvel Vinyls Ltd** as a warehouse incharge since july 2018 to dec 2020.
- Worked in **Ankhua Exports Pvt Ltd** as a Sr.Executive (ExportDept.) since Mar 2013 to June 2018.
- Worked in DHL Express India Pvt Ltd as a Operation Executice. Since July 2011 to Feb 2013.

### **Experience:**

- Currently Working with **ROSMERTA SAFETY SYSTEM PVT LTD** as a Hub Incharge  
(**Last Mile Delivery Operation**)Since 25<sup>th</sup> January 2021 to till date.

### **Responsibilities:**

- Route Planning of territory.
- Monitoring and execution of daily order in timely assigned.

- Each and every customer fitment according of appointment.
- Tracking of vehicle along with Rider.
- Monitoring of Every cancellation orders from Rider.
- Reschedule Order Dispatch along with the Route Planning.
- Take Customer feedback and minimize the Customer Complaints
- Resolve the Consignment **Escalation in 24hrs**.
- Team Training
- Proper Updating order on daily basis on Google Sheet.

#### **Experience:**

Two and half Year Worked With **MARVEL VINYL LIMITED** as a Warehouse Incharge.  
(Since 22<sup>th</sup> July 2018 to Dec 2020) .

#### **Responsibilities:**

- Sourcing and forecasting of the required raw material by different locations.
- Timely GRN and MRN quantity verification of inward material.
- To ensure smooth supply of raw material with plants.
- Coordination with transporters and arrangement of vehicles.
- MIS reporting and circulation of daily basis.
- Inventory verification on daily basis.

#### **Experience:**

- Five and half Year Worked with **ANKHUA EXPORTS PVT LTD** as **Sr.Executive** (Export Documentation Dept.) since March 2013 to July 2018.

#### **Responsibilities:**

- Take Shipment Planning form Documentation Department.
- Arrange vehicle according to boxes of CBM.
- Successfully implemented the Loading-control activity.
- Make Shipment Paper, Carton Sticker, Ex ports Invoice-WAY Bill, Shipment Entry.
- Follow-up Shipment till Forwarder.
- Handle the fielder's team.
- Issue the Landing Certificate From Every Forwarder.
- Handle the paper Work for DGFT (Bank Attested Invoice, AWB, EP Copy, eBrc also).
- Co-ordination with Transporters for timely placement of vehicles.
- Updating Shipment Entry on database.
- Ensuring the correctness of Road permit before final dispatch.
- Leading, training & the performance of warehouse operations.
- Receiving of material, Counting, and general administration.
- Verify all documents before to dispatch the vehicles.
- Maintain the whole Inbound and Outbound of Consignment.
- Price negotiation with transporters.
- Optimize the transportation cost.

**Experience:**

- One and half Year Worked with **DHL EXPRESS (INDIA) PVT LTD** as **Operation Executive** since July- 2011 to feb-2013.

**Responsibilities:**

- Generated invoicing along with all Document whatever need for Shipment through Texma Software.
- Arranging the **first mile** shipment by Lead and through of calling.
- Maintain MIS and Circulate to management on the day basis.
- Coordination and training to team members.
- Monthly audit of documentation.

**Training:**

- Summer training at "Pantaloon Pvt Ltd, Bhopal" for 8 weeks on "Retail management" strengths.
- Training at "Hrishi Export Pvt Ltd, Noida" for one year on "Documentation management" strengths.

**Expected CTC:** Negotiable

**Notice Period:** 15 Days.

**Preferred Location:** Any where.

**Soft Skills:** Winning attitude with optimistic nature.  
Team player

**Personal Details:**

**Father Name:** Mr. N.S.Kushwah

**Date of Birth :** 05-11-1987

**Blood Group :** A+

**Marital Status:** Married

**Language** : English,Hindi

**Declaration:** I hereby declare that the information Provided by Me is true and best of my Knowledge.

Place : Kanpur

Date :

**Dileep Singh Kushwah**