

CURRICULUM VITAE

ACHIN KUMAR SAHOO

(13 years' experience in LOGISTICS & DISPATCH dept.)



_ experienced with _

Email: achin.sahoo@outlook.com

Call me : 9734072897 & 8207031187

Edible Oil : GOKUL / JVL / EMAMI & EDIBLE GROUP

Iron & Steel : LALBABA GROUP & RASHMI GROUP

CAREER OBJECTIVE:

To be a member of organization, that can utilize my education training, programming skills and technical abilities. Where growth and prospects are unlimited and be individual each recognized by work where be environmental provides growth oriented atmosphere & I will put my 100% to provide myself on the term of work efficiency.

COMPETENCIES :

- ✓ Complete solution for Domestic & Part load logistics.
- ✓ Working with SAP, ERP and MUNIM operation.
- ✓ Stock Management.
- ✓ Commercial Negotiation.
- ✓ Vehicle Placement as per requirement.
- ✓ TAT (Turn Around Time) maintain.
- ✓ Taking daily party wise dispatch schedule from sales department & broker.
- ✓ Monitoring/Making Invoice, E-Waybill.
- ✓ To handle operation of Terminal Logistics & Dispatch.
- ✓ Proper documentation.

.....CURRENT ASSESSMENT.....

RASHMI METALIKS LIMITED. – KHARAGPUR : WB

Designation - Asst. Manager – Logistics & Dispatch

* From June 2023 to continue.....

Principle Accountabilities: Always provide smooth operation by good planning.

Job responsibility: Proper Logistic (Domestic) Solution & documentation.

- Co-ordinate with PPC & OMC Department about vehicle requirement.
- Intimate to HO for issue PO/SO/DO of relevant dispatch schedule.
- Follow up with Transporters / Brokers to speed up vehicle placement & dispatches.
- Maintain & follow up all the process from vehicle indent to material delivered.
- Daily maintain the schedule for requirement wise bidding.
- Indent to transporter for placement & follow up.
- Maintain & follow up all the process from vehicle indent to material delivered.

- Prepare Vehicle Entry Pass to allow vehicles gate in for loading.
- Responsible for dispatch of cargo right from the entry of Vehicle, after checking complete documents (e.g. – RC, DL, Insurance, Permit, TAX, PUC etc.)
- Ensure RFD material should be dispatch as per FIFO & batch no. given in DO.
- Responsible for Prefect Packaging/Loading & ensure no Transit losses.
- Maintain customer/vendor payment clearance.
- Ensuring all relevant/required documents whatever must provide for dispatches with vehicles.
- Follow up with driver/transporter for transit duration until reached at unloading point.
- Transport freight bill processing.
- Follow up transport bill payment.
- Team handling.
- Tentative freight costing/analysis.
- Good communication with Customer & Transporter.
- PART LOAD dispatch handling.
- Coordinate & follow-up with Ex-Work customers for their schedule & dispatches.
- Coordinate with Plant, Sales & Marketing, Depots and H.O. for daily dispatch planning and smooth dispatches.

.....PREVIOUS ASSESSMENTS.....

- **LAL BABA SEAMLESS TUBES PVT LTD. – HALDIA : WB**
(Iron & Steel Tubes Manufacturer)
Designation - Sr. Executive – Logistics & Dispatch
* From March 2021 to May 2023
- **BUDGE BUDGE REFINERY LTD. – KOLKATA : WB**
(Edible Oil Refinery)
Designation - Logistics Executive
* From December 2018 to February 2021.
- **EMAMI AGROTECH LTD. – KRISHNAPATNAM : AP**
(Edible Oil Refinery)
Designation - Logistics & Dispatch Officer
* From November 2014 to November 2018
- **JVL OIL REFINERY – HALDIA : WB**
(Edible Oil Refinery)
Designation - Commercial Asst. Officer
* From November 2012 to October 2014.
- **GOKUL REF.OILS & SOLVENT LTD. – HALDIA : WB**
(Edible Oil Refinery)
Designation - Assistant Commercial
* From September 2009 to October 2012

EDUCATION

Academic: B.Com

Computer Proficiency: Diploma in Computer Application

- ✓ SAP
- ✓ ERP
- ✓ MUNIM

PERSONAL DETAILS....

Date of Birth: 3rd April 1990

Father's Name : Shri Asoke Kumar Sahoo

Marital Status: Married

Nationality: Indian

Languages Known: Bengali, Hindi, English and Telegu

Permanent Address: Vill : Kulapara P.O. : Kotebarh P.S. : Chandipur Dist. : Purba
Medinipur , West Bengal – 721633

ABOUT MYSELF...

- Good Team Player.
- Punctual and Disciplined.
- Love to learn new things.
- I seldom waste time and I am not afraid of hard work.
- I am not afraid of problems either.
- I always welcome challenge.

HOBBY'S...

- Reading mysterious story.
- Playing Cricket, Football, Caram & Volleyball.
- Listening to music.

DECLARATION

I hereby declare that all the information is stated above is true to the best of my knowledge.

Thanks,

Date :

Place: Haldia (WB)

Achin Kumar Sahoo