

NAMENDRA SINGH

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Versatile & high energy professional aiming for assignments in Warehouse / Logistics Operations / Supply Chain Management with an organization of high repute

- Having communication & interpersonal skills, self-motivated, quick learner, have the ability to solve any problem in a given situation

PROFILE SUMMARY

- **A competent professional** with nearly 22 years of experience in Operations & Supply chain management

KEY / CORE COMPETENCIES / STRENGTHS

~ Decision Quality	~ Leadership & Teambuilding	~ Business Negotiation
~ Customer Centric	~ Problem Solving	~ Communication
~ Quality & Operational Management		

ORGANISATIONAL EXPERIENCE

- **Since Jul'09** **Mudita Express Logistics Pvt Ltd, Delhi**
Growth Path/Deputations:
Jul'09-Sep'14 Operations Executive
Oct'14-Till date Senior Operations Executive
- **Jan'05-Jul'09** **AFL Logistics (P) Ltd, Noida as Operations Executive**
- **Mar'00-Jan'05** **Bindra Logistics, Delhi as Operations Executive**

Role & Responsibilities:

- Ensure smooth functioning of Operations covering Inbound & Outbound Operations all over India
- Prepare/monitor service failure report on daily basis to RO office
- Plan administration & general management issues, which include the day-to-day supervision of staff and overseeing work organized by team
- Updation of delivery details for all outbound shipments.
- Maintaining records for inbound and outbound shipments on daily basis.
- Handling queries from the customers on day to day basis
- Keeping track of E Way bills with complete knowledge.
- Tracking TAT report and updating the customers on regular basis

TRAININGS

- Attended:
 - Training attended on Agrani AFL software

IT SKILLS

- Well versed with:
 - Agrani Software
 - MS Office (Word, Excel & PowerPoint) & Internet Applications

EDUCATION

- Bachelor degree in Commerce from HNB Garhwal University, Dehradun in 1995

PERSONAL DETAILS

Date of Birth : 23rd Feb, 1975
Nationality : Indian
Address : 109 , Gagan Vihar, Extension II, Delhi-110051
Language Known : English & Hindi