**Nikhil Taneja**

Mob: - 8810472718

E-mail: [nikhil.taneja092@gmail.com](mailto:nikhil.taneja092@gmail.com)

* **6+** **years** of experience in Warehouse, logistics and Supply Chain Management.
* Worked with CVS Udyog Pvt.Ltd Company **as Operation Executive** for 1 years.
* Worked with UDAAN.COM **(HIVELOOP LOGISTICS PVT LTD)**) **as** Planning and central operation Executive for 5 years.
* Worked with LOADSHARE NETWORKS PRIVATE LIMITEDAssistant managerfor 6 Months
* Worked with COGOPORT PRIVATE LIMITED as Key Account Manager for 3 Months

Exceptionally well organized with a track record that demonstrates self- motivation, creativity and initiatives to achieve both personal and corporate goals



**CAREER OBJECTIVE:**

Responsible for entire operation of Warehouse from Picking to Dispatch. Pickup Documentations & compliance of operations as well as customer. Also making ensure that operation runs smoothly, and team will perform according to his assigned task

**EXPERIENCE:**

**Company –** COGOPORT PRIVATE LIMITED (May 2023- Aug 2023)

**Roles and Responsibilities:**

* Managed Key Client Accounts, Built Strong Relationship & Developed Strategies for Revenue Growth
* Coordinate Sea Export Shipments and their Respective Documents, Customer Clearence, Formalities & Billing
* Placing Orders
* Arrange Sea Cargo Bookings with Carrier, NVOCC, Co-loader & Agents
* Troubleshoot Operational Issues
* Follow up of Orders & Deliveries
* Global Customer Support

**Company -** LOADSHARE NETWORKS PRIVATE LIMITED (Sep 2022- Feb 2023)

**Roles and Responsibilities:**

* Managing Warehouse operations with 45 MP, including planning & execution to meet 100% SLA Effective coordination with clients, operations, sales Team, and respective stakeholders with problem solving approach to ensure high customer Satisfaction.
* Ensuring to deliver all shipment on time without SLA Breached and minimum numbers of RTO
* Ensure to deliver all shipment same day with TAT as well as 4 Slot delivery Process.
* Inventory Tasks like products barcoding, audits on weekly basis and clear the near by expiry materials on priority.

**Company -** **HIVELOOP LOGISTICS PVT LTD** (Udaan .com) (Sep 2017- Sep 2022)

**Roles and Responsibilities:**

* Managing Warehouse operations with 45 MP, including planning & execution to meet 100% SLA Effective coordination with clients, operations, sales Team, and respective stakeholders with problem solving approach to ensure high customer Satisfaction.
* Ensure to achieve the SLA and Productivity Targets and weekly discussion with Central Team for smooth operation with Low manpower and High Productivity.
* Ensuring to deliver all shipment on time without SLA Breached and minimum numbers of RTO.
* Ensure to deliver all shipment same day with TAT as well as 4 Slot delivery Process.
* Inventory Tasks like products barcoding, audits on weekly basis and clear the near by expiry materials on priority.
* Daily Basis huddle conduct with team members and review on yesterday performance .
* Analyzing the escalation reasons and works on solving it from the root.
* Well acquainted with Inward and Outward dashboards and maintain the data of orders on daily basis.
* Knowledge of MS-Word ,MS- Excel and MS-Office V-Lookup ,pivot Table, Filter etc.
* Publishing the reports of Outward dashboard and picker packer report at the end of the day.
* Ensuring that there should be no shrinkage.

**Company -** CVS Udyog Pvt.Ltd Company. (Aug. 2016- July 2017)

**Roles and Responsibilities:**

* Maintaining **Google sheets and MIS report** on daily basis.
* Handling of orders processing in SLA Time (Online billing to dispatch).
* Work experience with different types of online marketplaces and operate their seller panels.

Technical knowledge

➢ Basic knowledge of Computer.

➢ Ms Excel, Ms Word.

ACADEMIC QUALIFICATION:

➢ Passed 10+2 from HBSE BOARD in 2016.

➢ Passed 10 th from HBSE BOARD in 2011.

➢ Passed 3-year Polytechnic Diploma from Mechanical In 2014

**STRENGTH:**

* Self Confidence
* Smart Working
* Control Power

**PERSONAL DETAILS:**

**Name** : Nikhil Taneja

**Father's Name** : Mr. VinayTaneja

**Date of Birth :** 21/ Jan /1996

**Gender**  : Male

**Marital Status** : Unmarried

**Language Known** : Hindi & English & Punjabi

I hereby declare that the above information is correct.

Date:

Place: **(Nikhil Taneja**