

CURRICULUM-VITAE

Jaspal Singh Bhatti

Rohini Sector 32, A-18/14 Kailash Vihar

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OBJECTIVE: -

To obtain a challenging position at a leading company and organization like yours, which provide a opportunity of developing my knowledge, profession and personal growth contribute to the success of the organization.

Education Qualification: -

- B. Com (Program) from Delhi University.
- 12th Passed from C.B.S.E Board.
- 10th Passed from C.B.S.E Board.

SHELLZ OVERSEAS PVT. LTD.

PUNJABI BAGH WEST, DELHI

Dec 2023 to Till Date

Designation: - MT- Key Account Executive-MODERN TRADE

Roles & responsibilities-

- Managing Flipkart Best Price ,Metro Cash & Carry LOTS Wholesale & Retail Chain.
- Managing Team (30 People)
- Day to day supervision of Retail Outlets includes
 - -Staff
 - -Stock
 - -Resource Management
- Coordinating with vendors, Stores and category buyers in resolving any grievances/issues.
- Regular Monitoring
- Coordinating with Stores for Appointment and stock supply.
- Inventory Management
- Staff Recruitment
- Making MIS summary report of total consignment status.
- Developing & Implementing Merchandising Activities for its distributed products.
- Ensuring increase in demand of company's product in the Modern Trade Channel.

DTDC COURIER & CARGO PVT. LTD.

SAMALKHA, DELHI

Aug 2022 to Nov 2023

Designation: - CRM Executive-LTL

Roles & responsibilities-

- Handling Major/Premium clients of the company and providing premium quality services along with ensuring their satisfaction.
- Download sales register on daily basis to prepare the MIS report for clients and sharing on daily basis with them.
- Co-ordinating with the branches across Pan India to arrange timely pickups and deliveries.
- Co-ordinating with various branches across the nation to collect COD from the receiver and sent to the Sender.
- Making MIS summary report of total consignment status.
- Preparing all the Deliveries / DEPS data of clients and sharing with my supervisors'. Sharing monthly SLA report with the clients to clarify the deliveries on TAT. Creating monthly consignments statements and sharing it with clients.
- Customer visit monthly with performance metrics to understand service & efficiency trend. Both forward and reverse deliveries.
- Doing con-calls with the client and sales team along with managers to resolve their concerns. Preparing the MBR and Down Trading report on month basis of every clients to clarify the

Business volume to increase the business in our company.

SUPREME LOGISTICS SOLUTIONS PVT. LTD.

PITAMPURA DELHI

May 2020 to Aug 2022

Designation: - MIS Executive

Roles & responsibilities-

- Responsible for entering data in software, maintaining warehouse etc.
- Prepare MIS daily operations report.
- Coordinate with the pan India warehouse for daily performance reports. Involved in MIS work to maintain a proper record.
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- Deft in using Computer and Excel for the purpose of MIS Executive.
 - Proficient in preparation of various summaries such as sales, purchase, working capital, etc.
- Coordinate with clients to arrange for the provision of logistics services at the client's site. Provide presentable communications with clients and customers and provide them the desired level of service in answering their queries.
- Coordinating with clients for outstanding amount clearance.

Employer: -

Worked as a **Customer relationship Executive/MIS Executive** in **DTDC Courier & Cargo. Pvt** Worked as a **MIS Executive** in **Supreme Logistics Solutions Pvt. Ltd.**

Work Experience: -

- Currently working for **Shellz Overseas Pvt. Ltd.** Since Dec 2023
- Worked with **DTDC Courier & Cargo Ltd.** Since August 2022 to Dec 2023
- Worked with **Supreme Logistics Solutions Pvt. Ltd.** Since May 2020 to Aug 2022

COMPUTER LITERACY: -

- Well versed with working experience of MS – Word, MS – Excel.
- Basic Knowledge of the Internet.

Key Skills:

- Believing in smart working with efficiency and sincere in challenging drive results.
 - Parameters. Having a strong desire to do well and Quick Learner.
 - M S Office (MS WORD, MS EXCEL.)
 - Internet working.
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PERSONAL INFORMATION: -

Father's Name Sukhvinder Singh

Nationality Indian

D.O.B. 21/12/2000

Marital status Unmarried

Language Known English & Hindi

Hobbies Photography & Traveling

DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge.

Name: - (Jaspal Singh Bhatti)
