**Objective**

To be a part of a dynamic work environment where I can effectively utilize my skills and professional competence to contribute to the organization's growth.

 **Profile**

* A competent professional and quick learner with the ability to complete tasks and meet SLA targets.
* Experienced in logistic activities, dispatch, transport management, delivery, and dispatch.
* Proficient in maintaining inter-state shipments and managing inward and outward logistics to ensure defect-free product delivery on the first attempt within the delivery time.

**Working Experience**

**Customs Clearing Executive** *Under Customs Authorized CHA* *5 Years Experience*

* Managed import shipments and clearance from customs.

**Logistics Professional** *Vatech India Private Limited, New Delhi, India* *November 2018 – Present*

* Logistic activities for a dental medical company based in South Korea.

**Domain Expertise**

* PAN India Logistics
* Inventory Management
* Logistics Management (Including Reverse Logistics)
* Vendor Management
* Transport Management
* Billing & Dispatch
* SAP Business One: Inventory Management , Sales Entry, Purchase Entry, Replacement Goods issue, Replacement Goods receipt, Vandor Service Entry.
* Invoicing, E-Invoice and E-Waybill Generation, Delivery Challan
* Maintaining Inventory Record in Excel

**Roles & Responsibilities**

* **Schedule Activities:** Creating and presenting various reports required by management.
* **Transport Management:** Managing material movement from one place to another.
* **Warehouse Management:** Dispatch reporting, tracking orders until delivery, and resolving delivery issues.
* **Order to Delivery Monitoring:** Overseeing inward and outward logistics, inventory management, invoicing, stock transfer, and PAN India dispatch.
* **Logistics Management:** Managing MSL (Minimum Stock Level) & FIFO (First In, First Out) in the central warehouse at the PAN India level, overseeing freight bills, cargo, and courier services nationwide.
* **Handling Replacement Cases:** Addressing replacement cases and customer escalations.

**Service Level Management**

* Handling replacement cases and customer escalations.
* Maintaining customer service delivery quality.

**Education**

* Certificate In Supply Chain Management
* Pursuing MBA from Subharti University.
* B.A. from IGNOU, 2018.
* Higher Secondary from CBSE Delhi, 2006.
* High School from CBSE Delhi, 2004.

**Personal Dossier**

* **Name :** Raj Kumar Singh
* **Date of Birth :** 03rd June, 1986
* **Nationality :** Indian
* **Marital Status :** Married
* **Linguistic Abilities :** English, Hindi, Learning Korean Language
* **Hobbies :** Playing Chess

**Date:** **Place :** New Delhi