

# Richa Saini

## Contact

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### Address:

New Delhi, 110047

### Phone:

+91-8587858047

### Email:

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## Languages:

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Hindi  
English

## Accomplishments:

Supervised team of 2 staff members.

Achieved Result by completing Task with accuracy and efficiency.

## Personal Details:

Father's Name:- Late shri Karnail singh

Mother's Name:- Mrs. Suresh Bala

Marital Status:- Married

D.O.B :- 30 March 1993

Husband Name: - Mr. Charan

## Summary

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Senior Logistic executive specializing in minimizing logistical costs, reducing time spent in moving items, managing stock levels, controlling the order cycle, liaising with suppliers & customers, responsible for the planning, organizing, and directing; managing and evaluation of the supply chain/logistics operations in an organization.

## Skill Highlights

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- Strong decision maker
- Complex problem solver
- Report Preparation and Analysis
- Coaching and Mentoring
- Schedule Coordination
- Ms-Dos, Ms office, advance Excel
- Handling Customer Complaints
- Service-focused
- Documentation and Recordkeeping
- Account Reconciliation
- ERP, SAP, SPEED & BVOICE software
- Auto Cad

## Education

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Bachelor of Technology: Mechanical Eng. - 2014  
Kurukshetra University, Haryana

Polytechnic Diploma: Electrical Eng. 2010

## Certifications

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AUTO CAD. Advance Excel, ERP – 2, ERP, SAP , SPEED, B VOICE & CITRIX Software's

Programming Languages: HTML, C Language

## Experience

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### (Senior Logistic Executive)- 07/2016 – CURRENT

#### BRIDGESTONE (JAPANESE)

- Assisting company in logistic department (Import shipments (from Japan, China, Thailand, Malaysia), managing stock & Inventory, arrangement of dispatches, Transportation & High Sea sale shipments)
- Contribute to the supplier/Distributor selection process thorough analysis and evaluation
- Tracked and monitored purchase orders, deliveries and invoicing to verify accuracy and compliance.
- Supervised 2 staff members tasked with handling materials management, planning, purchasing, Documentation, transportation, Dispatch arrangements, vendor bills, custom clearance, Domestic & international LC and customer service duties.
- Discovered the most reliable and cost-effective shipping methods by analysing previous shipment data.
- Oversaw and executed duties to manage client correspondence, scheduling and data communications.
- Revised production schedules to meet dynamic conditions such as supply shortages and backlogs.
- Improved supply chain customer satisfaction ratings through efficient problem resolution.
- Maintained optimal inventory levels to meet operational requirements.
- Negotiated prices and terms with shipping companies and supply vendors.
- Improved consistency of on-time arrivals through effective logistics management and travel route planning.
- Oversaw demand planning, purchasing, and logistics.
- Collaborated with internal teams to improve outputs to meet demand and supply requirements, ensuring inventory integrity targets for finished goods.
- Established inventory targets, stock levels, and risk mitigation targets and managed flexibility strategy to optimize inventory.
- Improved, standardized and documented planning and scheduling processes.
- Worked with suppliers to manage schedules, specifications and quality compliance.
- Gathered and analysed supplier, inventory and distribution data to assess areas in need of improvement.
- Documented customer complaints and completed corrective action requests.
- Prepared and presented sales reports and customer profiles to upper management.
- Received and organized samples for customers use by the sales team.
- updated service contracts
- Conducted audits to improve office logistics practices and procedures.
- Provided procurement of goods, provision of transportation services, tracking of movement and change to support safe and secure operations.
- Collaborated with shipping department staff to facilitate smooth materials returns to the correct vendors.
- Managed loading, unloading, movement, and sorting of supplies to keep deliveries on schedule. Ensures safety standards and regulations are met in terms of handling, storage and transportation
- Updated and maintained databases to track shipments and inventory.
- Created and managed budgets related to logistics and transportation.
- Developed and implemented strategies to reduce costs and improve the quality of service. Prepared and presented reports to management on logistics performance.
- Identified opportunities for inventory reductions
- Monitored and adjusted inventory levels according to demand.
- Worked closely with suppliers, forwarders, CHA & TRANSPORTERS for service level agreement compliance and effective logistics support. Assisting for Launching new products for end customers/distributors & visit every month to check the machine condition and dimension with measuring instruments and report H.O.
- Directed preparation of purchase orders to meet material needs for customer production operations & Prepare Complete paperwork Quotation, PO, PI & shipping documents I/V, PL, BL, CO), recognizing discrepancies and promptly addressing for resolution.

## Experience

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### Sales & Logistic coordinator)- 09/2014 – 03/2016

#### YAMATO SCALE INDIA PVT LTD (JAPANESE)

- Order processing, Delivered products and our services to customer locations within specific timeframes.
- Handling documentation (commercial INVOICES /PO/ PI /Quotations/ SHIPPING DOCUMENTS (BL, PL, DUTY Benefit certificates) as need for import/export Shipments.
- Received and processed stock into inventory management system.
- Assisting Sales team for New Launch products testing on customer site and actual reporting.
- Handling pending payment, MIS report, Complaints, material planning & Analysis report

- Coordinate with customers for new products launching & trials, and communicating or coordinating with Japan & customer accordingly
- Plan and track the shipment of final products according to customer requirements and share with them the ETD details accordingly. Keep logs and records of warehouse stock, executed orders etc. Coordinating for overseas shipments docs with JAPAN, Malaysia, Singapore, China. Monitored daily sales performance and provided feedback to each team member.
- Built strong relationships with clients by following up on previous purchases and suggesting new products.
- Generated documentation and information required for customer shipments.
- Planned and supervised shipments from production to end-user and scheduled daily and weekly routes.
- Tracked orders and notified customers of status or potential delays.
- Performed regular audits and assessments of logistics processes to identify weaknesses, improve supply chain operations and minimize waste.
- visit pan India to collect Market information related to assigned product.
- Scheduled and coordinated truck, ship and air transport to maximize productivity and maintain organized calendar.
- Negotiated freight rates with third-party vendors to acquire cost-effective contracts.
- Oversaw supply chain vendor pricing, inventory management and stock distribution.
- Used ERP & SAP to keep track of stock levels, transport costs and efficiency.
- Monitored forecasts & Firm Orders to identify product and equipment shortages.
- Reduced transit time, minimized handling and maximized cost savings through freight cost-analysis and negotiation.
- Oversaw daily operations and shipping and handling processes
- Scheduling and Prioritizing orders and dispatches on daily basis as per order book.

I, hereby declare that the above mentioned details are complete and correct to the best of my knowledge.

Date :- 28-05-2025

Richa Saini

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