** Curriculum vitae**

**Gyanchand Dwivedi**   
145/05, Hans Enclave

Near Masjid, Gurgaon

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**Objectives**:  
I am seeking of a position to utilize my skills and abilities in your esteemed organization that offers professional growth while being resourceful, innovative and flexible. I desire to gain quality experience that will allow me to take full advantage of my Diploma. In addition, I am eager to contribute my creativity and hard work toward the success of your esteemed organization and the growth of the fast developing field.

**Company**: Sandhar Automach (A Unit of Sandhar Technologies Limited.)

**Designation**: Executive – Dispatch & Store.

**Period**: 2nd Nov. 15 to till date

**Company Profile**: A Subsidiary Company of Sandhar Technologies Limited.

**Duties and Responsibilities**:

**Managing the team size 2 Staff, 3 Associates and 8 casuals.**

* Responsible for plan out the amount of transportation vehicles necessary to fulfill delivery orders.
* Define to Production officers and assembly teams to perform quality control checks on finished goods.
* Constant communication with Production officers to procure supplies will be needed to complete an order.
* Ensure when an order will be completed and ready to ship out an efficient and timely manner.
* Attend frequent weekly or daily meetings to discuss overall production, also submit orders and updates to other officers through inner office mailing systems, e-mails and phone calls.
* Preparing & Updating MIS Schedule order, dispatch delivery status of material and cost efficiency.
* Responsible for goods in the holding Dispatch/Store area and keep records.
* Responsible to co-ordinate with the customer to keep updates about availability and location of items ordered by customers.
* Keep updates for clients whose goods are in Store for pick up, Verify and dispatch cleared orders.
* Organize the working area regularly and clear boxes and particular carrier.
* Manage the Scrap store and its salable items.
* Audit for all gate in Invoice material for MRN and 57(f)4 challans for Job work wherein Gate out and its documentation and match particulars PO, Qty and Value.
* Help the Stores/Dispatch Officers, Assistants to pack properly when packing customer consignments and help the Assistants to avoid inaccurate picking.
* Ensure goods returned by customers are subjected to the proper procedures and maintain Documents returned goods, obtains the appropriate endorsement from respective officials and finally to the Accounts department.
* Responsible for Inventory Management and Keep update the availability and location of items ordered.
* Liaise with the Accounts department regarding client credit account and invoicing.
* Manage internal and external customer complaints.
* Receive and inspect all incoming materials and reconcile with purchase orders, processes and distributes documentation with purchase orders, reports, documents and tracks damages and discrepancies on orders received.
* Fill supply requisitions, assist buyer to order adequate merchandise and supplies, deliver orders to staff.
* Receive, store, tags and tracks surplus property, prepare items list to be sold and maintain record of approved document and confidential file.
* Ship canceled and damaged items back to vendors as appropriate.
* Handle documents, storage and transportation of hazardous materials.
* Maintain the warehouse, records area and stores area in a neat and orderly manner.

**Company**: Kamdhenu Ispat Limited (Paint Division)

**Designation**: Assistant – Supply Chain Management

**Period**: 10th Nov. 14 to 22nd Oct. 15

**Company Profile**: A Subsidiary Company of Kamdhenu Ispat Limited.

**Duties and Responsibilities**:

* Responsible for inventory management and updating the same on regular basis.
* Sending stock orders to the planning department for the replenishment.
* Coordinate with Ware House and Service Team regarding product delivery and installation.
* Generating different reports as per the requirement and understanding of the business.
* Handling the queries and problems of concerning department..
* Preparing & Updating MIS for Enquiry, order, dispatch, delivery status of material, supporting the sales team, optimization and cost efficiency.
* Ensure proper record keeping of exchange material.
* Ensuring all the material is delivered after billing in system & proper acknowledgements are received
* Ensure stock accuracy in all Depots through the MIS of stock in Depot and in systems and ensure all the discrepancies are resolved.

**Company**: Idea Cellular Ltd.

**Designation**: Officer – Service Delivery

**Period**: 29th Oct. 12 to 06th Nov. 2014

**Company Profile**: A Subsidiary Company of Aditya Birla Group.

**Duties and Responsibilities**:

* Responsible to manage the activities of company outlet.
* Arrange the material for the Store as per need and keep records.
* Make the Dash board of stock and sales and shared with the management.
* Brief the agents for any new update of customer documentary.
* Co-ordinate with service team to resolve the issue raised in store every day.
* Responsible for achieving the team performance of service excellence.
* Manage the activities of agent, like data entry, and telecalling & documents audit.
* Audit and validate quality of documents as per TRAI compliance.

**ACADEMIC STRENGTH**:

* **Master of Business Administration** (MBA **-** IT) from SMU in 2012.
* **Bachelor of Computer Application (BCA) from** MCRPSV, Bhopal (M.P.) with 75.78% in the year of 2009.
* **Higher Secondary** from M.P. Board with 55% in 2003.
* **High school** from M.P. Board with 66% in 2001.

**SKILLS**:

* Hardworking
* Leadership
* Management
* Motivating
* Decision Making

**Personal Details**  
Name : Gyanchand Dwivedi  
Father's name : Mr. Y. N. Dwivedi  
Date of birth : 05 June 1985  
Nationality : Indian  
Hobbies : Listening Music & Net Surfing.  
Language known: English, Hindi.

**Declaration:**

I hereby declare that all the statements given above are true, complete and correct to the best of my knowledge & belief.

Date

Gyanchand Dwivedi