Dispatch Executive Job Apply

SACHIN SHARMA

MOH.PARA NEAR OLD RAMLILA

**FARIDPUR,BAREILLY -243503(U.P)**

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**Objective:** Being at the threshold of my career, I am looking for an organization that not only provides me adequate opportunity and exposure to further my skills but also helps me to create a good position for myself in the competitive environment.

## PROFESSIONAL EXPERIENCE

**1**. **A**. Organization : Ashoka P.U.Foam (I)Pvt.ltd

**B**. Period : 10th Apr. 2011 to 22 Oct2014.

**C**. Designation : **Dispatch &Billing Incharge**

**2**. **A**. Organization : Dharmesh Textiles Limted

**B**. Period : 27th Oct. 2014 to 07 Sep2017

**C**. Designation **Senior Dispatch & Billing Executive**

1. **A**. Organization : Bathline India Pvt. Ltd.,

**B**. Period : 11thSep. 2017 26 Jan 2017.

**C**. Designation **Billing & Planning Executive**

**D.** Responsibilities : Following were the job responsibilities

**4**. **A**. Organization : Dharmesh Textiles Limted

**B**. Period : 22th Jan . 2018 to Till Now

**C**. Designation **Senior Dispatch & Billing Executive**

* Maintain Dispatch & Billing with Company Software
* Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios or telephones
* Warehouse management ,Material Management &inventory management .
* Production Planning requirement according to Vender & Management.
* Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios or telephones.
* Arrange for necessary repairs in order to restore service and schedules.
* Relay work orders, messages, and information to or from work crews, supervisors, and field inspectors using telephones or two-way radios.
* Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment.
* Prepare daily work and run schedules.
* Receive or prepare work orders. 7) Oversee all communications within specifically assigned territories.
* Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules.
* Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.

**PROFESSIONAL QUALIFICATION**

* Diploma in Computer Application & Tally from J.P.I.T Bareilly.
* Diploma in Computer H/w & Networking A-Set New Delhi

## ACADEMIC QUALIFICATION

* Done Post Graduation from M.J.P Rohilkhand University, Bareilly
* Done Graduation from M.J.P Rohilkhand University, Bareilly
* Done intermediate from C.A.S Inter College, Faridpur Bareilly
* Done High School with from C.A.S Inter College, Faridpur Bareilly.

**PERSONAL DETAILS**

* Father’s Name : **R**amesh Chandra Sharma
* Date of Birth : 05.5.1991
* Nationality : Indian
* Religion : Hindu
* Sex : Male
* Marital Status : Married
* Languages Known : English, & Hindi
* Hobbies : Playing Games, Reading books and Newspapers

**ACKNOWLEDGEMENT**

The Aforementioned facts and information are true to maximum of my belief and faith hope the above provided information will enable you to find me sincere, hard working, enthusiastic team player. Looking forward for a positive reply from your end.

**Reference:** Will be provided on request.

# Date :27/2/ 2018

**(SACHIN SHARMA)**