CHAND ARORA **Mobile: +91-9802336988**

**Email**: chandarora2727@gmail.com

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**OBJECTIVE**

To provide meaningful solution to the organization in achievement of their goals and objectives, which offer a challenging work environment with lots of appealing client contacts that offer prospects for long-term development and the career growth.

**EXPERIENCE**

7+ years of consolidated experience in Logistics Operations - Order processing, Dispatch Operations & Complete Outbound / Inbound cycle and Customer support, Coordination with Sales Team and production Team in Automotive & electronic Industry. At present I am dealing with Dispatch process & Order Management.

**WORKING EXPERIENCE**

**PHOENIX CONTACT INDIA PVT. LTD.**

Phoenix Contact India Pvt. Ltd. established as a joint venture with Phoenix Contact GmbH and Co., Germany has been one of the leading technology-oriented company since its inception in 1993. With innovative products in the range of Terminal Blocks, Connectors, Interfacing Solutions, Surge Protection Devices and Automation Components, Phoenix Contact India has offered value added solutions to the different industrial segments including Energy, Process, Machine Tools, EMS, Railways, Telecom etc.

Designation : LOGISTICS OFFICER

Duration : **October 2018 to onwards**

Industry : Electrical Engineering

Location : Palwal (Haryana)

**JOB PROFILE**

* Reporting to the Logistics Manager and responsible for quality of work and developing new ideas to improve the monitoring system.
* Preparing Dispatch report for regular basis and report to management.
* Maintaining good relations with all team members and managing all dispatch related works.
* Responsible for billing section and manage the order processing.
* Regularly co-ordinate with production & picking team to get the material ready and to be dispatch within the timeframe.
* Handling daily MOM (Minutes of Meeting) on the shop floor and sustain the **5’s** on daily basis.
* Regularly communication with the reporting manager and provide MIS & all closing reports.
* Invoice/ Challan preparation and all documents record update related dispatch.
* Regularly co-ordinate with all concerns over phone and mail to get the delivery done within the timeframe.
* Handling closing reports (Open Orders, Open Deliveries, Pending Billing, MIS Report) and submit to reporting manager.
* Manage the assigned Warehouse operations to meet delivery and receiving plans.

**ESCORTS AGRI MACHINERY PVT. LTD.**

The Escorts Group is an Indian engineering company that operates in the sectors of Agri-machinery, construction and material handling equipment, railway equipment and auto components. Headquartered in Faridabad, Haryana, the company was launched in 1944 and has marketing operations in more than 40 countries.

Designation : LOGISTICS EXECUTIVE

Duration : **December 2013 to October 2018**

Industry : Auto/ Auto Ancillary

Location : Faridabad (Haryana)

**JOB PROFILE**

* Arranging of tractors spare parts through plant on priority basis.
* Handling the cases of short/ wrong supply and try to reduce such cases.
* Responsible for billing section and manage the order processing.
* Handling packing of material receipt in Escorts/ Farmtrac/ Powertrac genuine packing
* Co-ordination with manufacturing plants for the urgent required parts which fail in the field and make available to customer within 24 hours.
* Having good knowledge of spare parts of tractors.
* Responsible for keeping day-to-day track of stock of warehouse/ inventory control.
* Coordinating & arranging parts as required by TSM, RSM and ASM for queries of customers on phone.
* Dispatch of spare parts to dealership & depots through couriers timely & their tracking.
* Regularly co-ordinate with production & picking team to get the material ready and to be dispatch within the timeframe.
* Daily vehicles planning to dispatch the material on regular basis and report the manager.
* Manage the assigned warehouse operations to meet delivery and receiving plans.
* Regularly commutation with the reporting manager and provide MIS & all closing reports.
* Inventory planning for the warehouse as per the inventory limit and advance planning for stock arrangement.
* Responsible to handle each & every order placed by the Customer or Sales person and taking care of all the start to end activities
* Handling Dealer complaints - short, excess & wrong supply. Analysing the root cause & review processes to reduce the cases.

**QUALIFICATIONS**

* Certification in Logistics Supply Chain Management under Skill India PMKVY.
* M.Sc. Mathematics from M.D. University, Rohtak.
* B.Sc. (H) Mathematics from Delhi University in 2013.
* 12th from HBSE Board in 2010.
* 10th from HBSE Board in 2008.

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**SKILL SUMMARY**

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| **Operating System:** | Windows 2007, 2010 server, WINDOWS XP |
| **Hardware:** | Knowledge on Component Level |
| **Tools:** | MS Office 2007, 2010, Front Page 98 |
| **Database:** | **MS OFFICE**, **ORACLE SUITE, ERP BAAN** |

**PERSONAL RECORD**

Father Name - Sh. Naresh Kumar

Date of Birth - 26th February 1993

Marital Status - Unmarried

Interests - Travelling, Listening to Music

Present Address - H. No. 385, Jawahar Nagar Camp, Palwal, Haryana- 121102

I hereby declare all information are true and I will be responsible if I were found false at any time

in my whole professional career.

**Place**……………………

**Date**…………………….

**CHAND ARORA**