

Sub:- An application for the Post of Supply Chain-Dispatch & Logistics Executive for Export-Import & Domestic Documentation

Resume

Name : **Dilipkumar C. Singh**

Father's Name : Late Shri Chandeshwar R. Singh

Address : **# 21, Viveknagar Society,
Near Jogani Mata Mandir,
Amraiwadi, Ahmedabad-380 026.
Gujarat, India.**

Contact No. : **WhatsApp Mobile +91-9427804768**

E –Mail Address : dilipkumarsingh1@yahoo.co.in

Date of Birth : 20th February 1984

Gender : Male

Age : 37 Year's

Caste : Rajput - Avadhiya

Religion : Hindu

Marital Status : Married

Passport Details : Passport No. G1210734
Place of issue : Ahmedabad
Date of issue : 16/01/2017
Date of expiry : 15/01/2027

Nationality : Indian

Languages knowledge : English, Hindi & Gujarati.
(above languages read, write & speak).

Educational Qualification Profile: -

Sr. No.	Exam Board Passed.	Name of University, College \ School.	Year of Passing	Subject Offered	Division, Result Marks. %
1	S.S.C	Bihar State Secondary School Education Board, Gopalganj.	April 1998.	English, Hindi, SNK., Social Science, Mathematics, Physics, Chemistry, Biology etc.	First Class 64.14%.
2	H.S.C	Bihar State Higher Secondary Education Board, Gopalganj.	April 2000.	English, Hindi, Physics, Chemistry, Biology etc.	First Class 61%.
3	B.Sc.	J. P. Vishwa Vidyalaya (University) Chapra, Bihar.	April 2003.	English, Hindi, Mathematics, Physics, Chemistry, Biology etc.	First Class 65%.

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Computer knowledge :- Software, Networking, Internet, Others:-
Operating Systems :- SAP-B1, ERP-(Corporate Munim), Ms-Office2016, Ms-Office2000, Ms-Office97, Open-Office, Windows-10, Windows-7, Windows XP, Win-98 Tally7.2-(Vat Version), Adobe Photoshop7.0, Foxpro, Basic Computer Internet, E-mails Outlook, FTP downloads & upload, etc.

Job Experience

- :(i)** 3 Years, Experience from 17th June 2003 to 15th June 2006 in **Hi-Tech Export** at Vastrapur as a **Computer Operator**.
- (ii)** **9 Years** Experience from **16th June 2006** to **09th Aug-2015** in **Swastik Textile Engineers Pvt. Ltd.** at Amraiwadi, Ahmedabad as a “**Sales Co-ordinator**”.
- (iii)** 1 ½ Year Experience from **10th August 2015** to **10th March 2017** in **M.R. ORGANISATION LTD.** (M.R. Group of Companies) at (Drive-in Road, Ahmedabad) as a **Customer Support - Sales Coordinator**.
- (iv)** 1 Year Experience from **11th March 2017** to **26th March 2018** in **DOSHION WATER SOLUTION PVT. LTD.,** (Doshion Group of Companies) at Ahmedabad, Gujarat as a “**SALES COORDINATOR**”.

Current Employer:

Company Name :- FILTER CONCEPT PVT. LTD., at Ahmedabad, Gujarat.
Designation :- Dispatch Executive (Sales and Dispatch Coordinator).
Duration :- From 27th March 2018 to still date continue work.
Drawn Salary :- Rs.40,000/- P.M. C.T.C. as per the company rules.

Work Experience : Pre & Post Dispatch Documents Prepare, Sales Order and Tax Invoice Made from SAP and ERP System, Export Documentation CI & PL made from Excel Sheet, On-hand Order Dispatch Export & Domestic Order, Coordinate with CHA Logistics Transport and Freight Forwarder for Export Shipment Dispatch Customs Clearance, Online Data Entry on Client Web Portal, Production Order Run Entry in SAP System, Bill of Materials Check in SAP and ERP System, Spare Part List Item check in ERP System on work order wise, Accounting - Payment Outstanding Follow-up, Issue Form 402 / Form 403 E-waybill Road Permit, Email Draft, Dispatch Details Email, Documents Scanning, Record file maintenance, P.O Release to Vendor, Pending Order status Email send to clients etc.

Hobbies : Movies, Traveling, Internet Surfing, Music, Reading.

Expected Salary : **Negotiable,** as per the company rules.

Jobs Profile & Companies Profile:-Please see attached Annexure -I.

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Annexure-I

Jobs Profile and Companies Profile

i) Hi-Tech Export :-

- **Duration** : From 17th June, 2003 to 15th June, 2006.
- **Company Profile:** Data Processing, & Software Exporters.
- **Designation** : Computer Operator.
- **Drawn Salary** : INR 2,500/- Per Month C.T.C. at the time of Joining.
INR 3,500/- Per Month C.T.C. at the time of Leaving.
- **Job Profile** : Worked for Companies all type of **Online Data Entry Works (Exports Projects** from Various Countries U.K., U.S.A., EUROPE, etc). Computerized works Data Sheet and documents convert into M.S. Word, Excel and Online Internet Client's Web Portal, Emails FTP download, upload etc.
- **Reason of Leaving:** I had to change the company for better growth & increased Responsibility in a new profile with better learning.

ii) Swastik Textile Engineers Pvt. Ltd.:-

(Swastik Group of Companies):

- **Duration** : From 16th June 2006 to 9th August 2015.
- **Company Profile:** Manufactures & Suppliers also Exporters of Textiles Wet Processing and Finishing Machinery.
- **Designation** : Sales Co-ordinator – in Sales Department.
- **Drawn Salary** : INR 4,500/- Per Month C.T.C. at the time of Joining.
INR 15,000/- Per Month C.T.C. at the time of Leaving.
- **Job Responsibilities:-** All type of **Commercial and General Correspondence day to Day Routine Works**, Email Sending & Receiving, Various Machines and Spare Parts quotation making for clients, **Order Confirmation, Performa Invoice, Outstanding Payment Follow-up & 'C' Form Follow-up by Email, Pending on-hand order status update, Dispatch Details Email provide to Clients**, Computerized Packing List, help of Export documentation for Export Shipment against supply by L/C, Bank Guarantee, Offline Manually Government & Private Firm Tender Bid Offer Submission, Internet work, Scanning work and Important Documents Record File Maintain etc. other daily routine works.
- **Reason of Leaving:** I had to change the company for better career opportunity and learn something new.

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iii) **M.R. ORGANISATION LTD:-**

- **Duration** : From 10th August 2015 to 10th March 2017.
- **Company Profile** : Manufactures & Suppliers also Exporters and Importers of Industrial Air/Gas Compressors Spares Parts.
- **Designation** : Customer Support - Sales Co-ordinator – in Sales and Service Dept.
- **Drawn Salary** : INR 19,000/- Per Month C.T.C. at the time of Joining.
INR 24,000/- Per Month C.T.C. at the time of Leaving.
- **Job Responsibilities:-** All type of **Commercial works** and **Correspondence works**, Email Sending & Receiving, Various Spares Items quotation making for clients, **Order Confirmation, Performa Invoice**. When order received then do acknowledgement after that update order to Inventory/Store Dept. with Entry S.O. No. Shipment Plan of on hand order, Send Invoice and Challan to the Customer for Waybill/Road Permit. **Prepare dispatch related documents, like D.M., Invoice & Form-402 etc. Provide Dispatch Details by email**. Outstanding Payment follow-up by email with phone. Daily Shipment Tracking Status Update, Pending Order Status send email to the Customers. P.O. Place to Vendor which not ready Item, Internal Transaction SAP system Stock Maintain, Incoming Payment Advise with Invoice Details given to A/C. Department, Invoice & Important Documents File keep in Record, Internet work promotional email, Scan work and other daily routine works etc.
- **Reason of Leaving:** I had to change the company for my Career Growth and Better Prospects, (new work environment with new responsibilities and I want to face new challenge in my life for learn something new).

iv) **DOSHION WATER SOLUTION PVT. LTD.:-**

- **Duration** : From 11th March 2017 to 26th March 2018.
- **Company Profile** : Manufactures & Suppliers also Exporters and Importers of Industrial Water and Wastewater Treatment Plant.
- **Designation** : Sales Co-ordinator – in Sales & Service Department.
- **Drawn Salary** : INR 30,000/- Per Month C.T.C. at the time of Joining & Leaving.
- **Job Responsibilities:-** All type of **Commercial works** and **Correspondence works**, Email Sending & Receiving. Various Spares & Chemicals Items quotation making for clients. **Order Confirmation, Performa Invoice**. When order received then do acknowledgement after that **make Sales Order with dispatch plan**, Everyday Shipment Plan of on-hand pending orders, Send Invoice and Challan to Clients for E-waybill/Road Permit and approval purpose. **Prepare dispatch related documents, like D.M., Tax Invoice & Form-402 / Ewaybill Packing Slip etc. Dispatch Details Email send to the Clients**, Prepare Export documentation like Computerized Export Commercial Invoice & Packing List for all Export Shipment which dispatch by Sea & by Air and also by Road of Nepal & Bangladesh Export Order Shipment. Outstanding Payments follow-up by email with phone, Pending Order Status send email to the Customers. **MRS/PDN Place to the Purchase Dept.** and or P.O. direct Place to the Vendor which not ready Item, Stock Status Check in ERP system and physical stock from Factory, **Incoming Payment Advise Details given to A/C Dept.** and Coordinate with Internal Office & Branch Team Members, Invoice & Important Documents File keep in Record, Scan work and other daily routine works etc.
- **Reason of Leaving:** I want to change this company because salary issue and not getting

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v) **FILTER CONCEPT PVT. LTD.:-**

- **Duration** : From 27th March 2018 and still continue work.
- **Company Profile** : Manufactures & Suppliers also Exporters of Industrial Process Filtration Machine & Parts like Bag/Basket Filter Housing, Filter Element, Consumables Filter Cartridges Filter Bags etc.
- **Designation** : Dispatch Executive (Sales and Dispatch Coordinator).
- **Job Responsibilities:-** Handling Pre & Post Dispatch Export and Domestic Shipment Everyday Shipment Plan of on-hand pending orders Export and Domestic, Arrange Transportation Vehicle Full Load and Part Load, See that materials should be packed proper way. Prepare dispatch related documents like make Tax Invoice and Delivery Challan with Packing Slip and Ewaybill Road Permit and soft copy of all dispatch documents share to client before dispatch for their approval, if require. Prepare Export documents against L/C. like Computerized Export Commercial Invoice & Packing List, Chamber of Commerce Certificate (COO), and other supporting documents for all countries which dispatch by Road & By Sea and also by Air. Co-ordinate with CHA Forwarder Logistics for customs clearance. Dispatch Details share to the clients with all scan dispatch documents and Coordinate with Internal Office & Branch Team Members, Invoice & Important Documents File keep in Record, and other daily routine works, dispatch documents send by courier to clients for payment process.
- **Reason of Leaving:** I want to change this company because salary issue and not getting on time Salary.

Declaration : I hereby solemnly declare that all the above furnished details are correct to the best of my knowledge, and I hold myself responsible for any irregularity if found.

Place : Ahmedabad, India

Dated : _____ 2021

Yours faithfully,

Dilipkumar Singh

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