



# JNAN RANJAN SAHOO

Sr. Executive Operation



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★ At/Po- Alapua , Dist-Kendrapara ,Odisha ,754214

## SUMMARY

To seek the challenging position in the industry that needs innovation, creativity, and dedication and enable me to continue to work in a challenging and fast paced environment, leveraging my current knowledge and fostering creativity with many learning opportunities

## WORK EXPERIENCE

### **Sr. executive ( Spoton Logistics pvt ltd ) Sambalpur . jun2019-july 2020**

- Responsible of entire operation & Administrative activities of Branch
- To coordinate with internal team to find the status and get it resolved before replying to customers
- use management & stock maintain
- Right time services provide and dispatch material
- Customer visits for developing & strengthening relationships for retaining and increasing business as a when required.
- Managing good relations with the customers.
- Vendor & Customer Management
- Attending customer call, customer complaints
- Prepare report and MIS as per required format on daily basis.
- lay bar Training & Driver Training
- Handling customer grievances and Built customer relationship
- 100 % DEPS & Cooling Controlling
- Route planning according to load

### **Team Leader ( Delhivery pvt ltd ) Nayagarh. jan2019 – jun 2019**

- In charge of the day to day operations of the L/M department
- Appraising staff performance and also taking disciplinary measures when required
- Managed Nayagarh LM Operations
- Reduced Market Vehicle Utilization so as to reduce cost and improve Service
- Ensuring all site and customer objectives are achieved.
- Giving Delivery boy a full debrief, including techno analysis.
- Handling 20th to 30th delivery boys team
- Motivates the high performance amongst the team members
- Identifying operational issues, potential problems and opportunities
- Doing the all return order RTO Processes
- Handle the 2000 to 2500 order per day delivery
- Making the route on daily basis
- Route planning according to orders loads
- Coordinate to Delhivery Cs team for Cash & RTO clearance
- Looking the delivery boys attendance

- Arrange the vehicle according to order loads
- Looking the vehicle attendance

## **Warehouse Executive (Gati Kwe Pvt Ltd ) Delhi . sep 2013 – Dec 2018**

- Responsible for entire operation & Administrative activities of Branch
- Looking after responsible for all Branch Operational function both Inbound and Outbound activities for Surface Operations with delivery and pickup parameter.
- Handling Staff as well as branch administration as per company policy.
- Looking Vendor and line haul vehicle management with least cost.
- Planning the vehicle routing accordingly as when required.
- Taking day to day activity report from different branches of DELS like on time delivery, Delivery vs same day arrival consignment, delivery efficiency report. On time POD scanning and dispatching , On time connection of outgoing consignment , On time Daily line haul departure and retrieval, DEPS On arrival and Free Consignment delivery performance with maintaining minimum closing stock
- Handel Branch commercial operation like COD CASH & COD CHQ outstanding clear & same day deposited in bank.
- Implement the Operation Policy at all branches o as per company guideline
- Monitoring the E-way bill process for inbound and outbound.
- Warehouse management & stock maintain.

## **SKILLS**

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Customer Relations  
Inventory management  
Operational improvement  
Team management  
Transportation activity management  
Stock management Transportation activity management  
Warehousing functions

## **EDUCATION**

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**B.com - 2013** (Utkal University)  
**+2 commerce - 2010** (C.H.S.E Bhubaneswar)  
**Higher secondary Education -2008** (Odisha board)

## **COMPUTER PROFICENCY**

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- Word 2013
- Excel 2013
- Power Point 2013
- Oracel
- java

## **LANGUAGES**

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**English, Hindi , Odia**

## **PERSONAL INFORMATION**

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Father's Name:	Mr. Ramakant sahuo	Marital Status:	Married
Birthday:	03/05/1993	Nationality:	indian
Gender:	Male		

