

Shivam Tomar
E-mail : shivamtomar515gmail.com
+91 9837220928

Objective


To explore my potential to the highest level, by gaining knowledge and by learning skills and simultaneously adding value to the organization.


Profile Summary

- Improving the top line & bottom line of the business by improving operational efficiency.
- Ensuring quality improvement by introducing new processes or by improving ongoing processes.
- Driving change management across structures by collaborating with cross-functional teams.
- Leading a team of MIS, Field Operations executives & Supervisor.
- Coordinating with Marketing FG, SCPC, Stockyards transporters for timely dispatches
- Load Allocation, Load optimization, safety and securing of goods & Trailer Deployment and Tracking of Trailer
- Planning and scheduling carrier availability and dispatch scheduling
- Identifying trailers that can handle special products with a detailed check of the trailers physical condition before loading
- Handling Dispatch Documentation & Custody transfer to transporter
- Outbound Logistics/Transportation–Managing transportation on routes confirmed by customer
- Leveraging MLL Stockyards/Depots with secondary transportation to your new markets and dealers locations
- In-plant handling & warehouse management for finished vehicles at the plant

Professional Experience

- Working with **Lets Transport**, Gurgaon as Operations Analyst since April 2022
- Worked with **Mahindra Logistics**, Haridwar as Operations Executive (**SCM-AOB**) from March 2018 to April 2022

Organization	Key Responsibility Areas
 Lets Transport	Operations Analyst w.e.f April' 2022 to Till Now <ul style="list-style-type: none">• Projecting montly revenue and calculating margins for P&L account.• Monitor progress on current processes (on the metrics of the baseline set) & suggest improvements (process streamlining if & when required)• Manpower engaged vs ideal manpower based on client SLAs & ideal productivity measured.• For the current processes being run, node by node analysis for each process for every client in terms of its value creation• Prepare operational processes for new clients & train the manpower in them.• Work with Client stake-holders to provide visibility and guidance around performance, work-flows and SLA/ KPIs.• Identifying operational requirements and opportunities for improvement.• Determining appropriate methods to analyze operations, relevant information, and data.• Developing new processes and procedures to enhance operations.• Determining the effectiveness of new processes.• Sharing various reports to all stakeholder for the improvement of ongoing operations.• Providing training to the stakeholder of all processes.• Reviewing KPI to track team effectiveness towards performance parameters and compliance with benchmark and growth plans.

Organization	Key Responsibilities& Achievements
	Operations Executive March' 2018 to April' 2022
	<ul style="list-style-type: none"> Responsible for the dispatch of finished goods from stockyard or plant to dealership Ensure 100% adherence to FIFO through batch control and ageing of material Initiate and monitor stock reconciliation(Physical Vs Book), Inventory of available Stock monthly Generating E-waybill of cargo and convoy along with LR and handover to BA for site execution MIS, SOB and various reports creation for maintaining monthly/quarterly/yearly data Tracking of shipment for ensuring timely delivery and to avoid delay Stock transfer/ Material movement in sap system Documentation process at dispatch & receipt Coordinating with BAs for timely placement of vehicles Support BAs in their billing and payment related concerns, recruitment of additional BAs as per business requirement Manage operational quality, as per customers set parameters and as per MLL policy Handling team of more than 50 drivers and supervisors, allotting them daily work to ensure smooth daily operations. Trailer inspection preloading/post loading, Yard management and Stock management Conduct weekly Operations Performance Service review with team and ensure a detailed analysis and recording of gap/weak areas and attach a plan of action for improvement in consultation with operations team and quality management team Freight management, load optimization and quality inspection of delivered vehicles

Achievements & Recognitions

- Awarded **Star Performer** by the employer
- Awarded **special performance incentive** for the month of Nov and Dec 18 with **Recognition certificate**

Key Skills

Hands on **SAP, Oracle Transportation Management System, MS-Excel and MS-word**

Scholastic Profile

Degree/ Examination	Specialization	University/Board	Year	Score
B.Tech	Mechanical	Uttarakhand Technical University	2016	68.00%
AISSCE (XII)	Science	CBSE	2012	62%
AISCE (X)	-	CBSE	2010	7.8CGPA

Date:

Place: Gurgaon

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