# JITENDRA YADAV

Flat no. 02, Building no. 05,

Sundara Sadan CHSL,

Ayre, Dombivli (E)

Dombivli – 421201

Contact No: 9768913116

**Email:** [jitendrayadav.3084@gmail.com](mailto:jitendrayadav.3084@gmail.com)

# CAREER OBJECTIVE:

* To work in an organization where I am able to contribute to the organization’s growth and profitability with my skills and in turn get an opportunity to gain exposure and expertise that would help me to build a promising and successful career..

# PROFESSIONAL EXPERIENCE:

**Track Components Ltd (Chakan) – Main Supplier of Mahindra Rise:**

**Designation :** Assistant Manager (Head of Department for Plant 2,4,5 & 6) – Dispatch.

**Duration :** NOV 2022 to till date

Now currently working in Automobile sector on company roll as Assistant Manager – Dispatch but also work as HOD direct reporting to plant head.

Ready to work in Mumbai or Pune in dispatch/SCM/Ware house/Store team as currently working in Pune and last company was in Mumbai.

Below is Responsibilities:

1. Handling Payroll, Contractual & Union man power almost 80 people handled by me.
2. Coordination with production team for material for dispatch as per MIS report maintained by dispatch team.
3. Coordination with local vehicle driver for dispatch in Chakan for (TUV, Scorpio, XUV 500, XUV 700, LTV, Bolero and pick up Bolero)in all the 3 shifts.
4. Coordination with outside containers for Nashik Mahindra for (THAR, Marazzo & XUV 300) and also meeting on call every day with Nashik Mahindra Management team.
5. Coordination with outside containers for Kandivili, Haridwar & Zahirabad Mahindra.
6. Having Meeting with chakan Mahindra top management team every week on schedule dispatch.
7. Preparing RECO against GRN if same is not visible on Mahindra Portal against POD.
8. Taking updates on invoices uploaded status on Mahindra portal to receive payments every day in night shift from my staff.
9. Generating new idea’s as cost saving every week and having MRM every month.
10. Cross verifying transporter bill related to double dock or empty related issue.
11. Coordination with Transporter owner and meeting related to vehicle requirements as per volume and for Sunday’s or holiday working.
12. Given training to team members related to excel as well as training on time management.
13. Currently Handling 3 Plant (Plant 2, 4, 5 & 6) Being HOD of the Company.
14. Giving Plan to Production team every day production required as per MnM production of vehicles.
15. Till time done cost saving of 15 lakhs in modification of trolleys.
16. Planning vehicle and man power arrangement as per tentative production schedule for next 3 months.
17. Appreciation received from CEO of company for Zero shortages and line stoppage in last 6 months due to which company is now in excellent supplier category which was earlier in bad condition due to nothing was stable.
18. Giving trigger to RM team if any material shortage for tomorrow as per MIS report in order there should be no short fall for tomorrow.
19. Continues saving GST issues we were facing due to invoices were not cancelled on same day in 24 hours, now no invoice cancelled from our end.
20. Coordination with IT & ERP team, if any issue related to rate change in PO.
21. Coordination with finance team related to any new changes will implement in system related to amount & GST.
22. Coordination with HR team on how to manage less man power in case of MnM lines are slow or not working.
23. Good touch with Mahindra buyer, logistics, SCM & safety teams in MnM at all locations where Mahindra Situated.
24. Well versed with inward and outward of goods and services and includes all processes that transform raw materials into final products.
25. Well versed with operations, logistics, resource management & work flow.
26. Also knowledge of WMS & store inward & part production process & overall SCM process
27. Also part of annual inventory for actual stock vs physical stock.
28. Being appointed as member for SAP set up in company as representative of dispatch.

**WNS Global Services:**

**Designation :** SeniorAssociate (Focal & Mentor) – Rate Filing Team (RFA)

**Duration :** AUG 2021’ to OCT 2022

Now currently working with WNS Global Services which took over business as well as employee of MOL PROCESSING SERVICES PVT.LTD.

**MOL PROCESSING SERVICES PVT.LTD ( Also called as ONE – Ocean Network Express):**

**Designation :** SeniorExecutive (Focal & Mentor) - Rate Filing Team (RFA)

**Duration :** APR 2013’ to ‘JUL 2021’

Worked with Mitsui OSK Lines which is the global carrier company and one of the top shipping Company including Oil Carriers, Gas Tankers, PCC services.

Company has merged with NYK shipping & Kline shipping and formed new Company as ONE (OCEAN NETWORK EXPRESS) from 1st April 2018.

**Job Profile:**

After merging of Company was moved to new Team and being part of pilot process from 01-10-2017 for merging MOL, NYK, KLINE contracts into ONE contracts on basis of my experience and my good knowledge in shipping.

* **Currently working under RFA Team (Rate Filing Team) from 01-02-2018 till date and below is the Responsibilities in the Team for WNS company as it was in MOL:**
  + Good knowledge of rate filing (Contract Creation) from Europe to Asia, West Asia, Oceania, South Africa, North America & Vice Versa.
  + Also handle **Tender Contracts** for India, UK, Belgium and Italy Countries.
  + Good knowledge of Booking also as I am part of **Revenue Audit team** were if there is any discrepancy in Booking same is being audited by me to check whether error is being occurred by Rates filing team or else from booking Team.
  + Handling Team in absence of TL’s and also manage my work also.
  + As being the best Auditor, TL’s and Manager trust on me and always appoint me as mentor for new joiners as well as Junior’s for process knowledge mentoring (Training) by me only.
  + Handling queries of new joiners in team regarding rates & emails for preparing contracts.
  + My aim while working in any process is 100% productivity with 0% error due to which I have not got any error’s from last 2 years.
  + Being nominated by my seniors for various training programs like leadership, stress and time management, excel training as well as PPT presentations which will be useful for me for my next position in company.
  + Received Appreciation from management for being the 1st batch in learning new software OPUS.
* S**hipment Tracking in Audit Team:**
  + - * Preparation of Database as per Data pulled from Oracle SSO -ODW Report.
      * Auditing the MBL & HBL (Bill of Lading).
      * Extraction & Downloading of HBL from Datamyne site.
      * Co-ordination with Front Offices , Sales & Trade Management via E-mails.
      * Processing the correction request from Front Offices on Misdeclaration Cases.
      * Follow-up of mails on regular basis.
* **Responsibilities in Audit Team :**
  + - * Monitoring and Handling team and Reporting to Manager.
      * Timely Preparation & Submission of Reports.
      * Mail Conversation with Audit head from Hong Kong on daily basis.
      * Use to give training to new Joiners on joining team.
      * Took many urgent projects in Hand & Completed on Time as per Management Requirement.
* **Other Process Knowledge’s :**
  + - * Appointed in TPEB (Trans Pacific East Bound) Team & Audited for ASIA to US.
      * Moved to US Audit Team to setup as it was New Process.
      * Worked with Pre-Audit team for Auditing India BL’s.
      * Working from last 2 Yrs in Datamyne Team & Handling the process smoothly.
      * Also Member of MICT (MOLIPS INTERNAL COMPLIANCE TEAM) & help them in CA Audit.
* **Creativity**.
  + - * Made Excel file at my joining in which all rates country wise can be found in one sheet & got appreciation from Manager.
      * Made **HOTKEY** for Auto-Downloading of Data from Datamyne site & Auto Entering of Username name & password and some more functions which can be made with Hot Key.
      * Have entered some shortcuts in Excel file of our Database to save some time in typing such contents.
* **Achievement:**
  + - Received Monthly Award for June 2013 & March 2015.
    - Awards Received for Monthly and Quarterly Best performer from the Department.
    - Special Contribution award received for 4th Quarter 2014.

# NISAR & KUMAR (CA Firm):

**Designation** : Auditor

**Period** : 2009 to Jan 2012

**Job Profile:**

* + - Done Stock Audit of Various Companies like: Hidesign India Pvt Ltd, Ayesha Accessories, Fabindia Overseas Pvt Ltd
    - Fixed Asset Audit of Companies like : ABG Shipyard Ltd , UTV Software Communications Ltd, UTV News Ltd.
    - Done Prepayment & Post Payment Checking & Cash verification of PFS Shipping Pvt Ltd
    - Done Punching of Funds for Meridian Corporate Services Ltd (Lotus global investment ltd, Cresta fund ltd, Albula Investment fund ltd, Mavi funds)
    - Preparing Foreign Remittance Certificate 15CB of different Clients.

# QUALIFICATIONS:

* Graduated in Commerce stream from Mumbai University in March 2008 securing 2nd class.
* H.S.C. passed from Maharashtra State Board in March 2003 securing 2nd class.
* S.S.C. passed from Maharashtra State Board in March 2001 securing 2nd class.

# ADDITIONAL QUALIFICATION:

* Done “Diploma in Shipping & Logistics” course from Export trade and Training institute.

# COMPUTER PROFICIENCY:

* MS Office (Word, Excel, Access, PowerPoint)

# PERSONAL DETAILS:

# 

* Date of Birth : 30th Dec 1984
* Gender : Male
* Marital Status : Married
* Language Proficiency : English, Hindi, Marathi
* Hobbies : Cricket Playing & Bike Riding.

The above information of my Knowledge is correct and true.

**Date :**

**Place : Dombivli**