

DURGESH NIGAM

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As an Assistant Officer at TVS Supply Chain Solutions, I play a key role in optimizing the inbound and outbound operations. I oversee the smooth flow of logistics, coordinating shipments, and ensuring timely delivery. My knowledge of warehouse management systems and strong attention to detail contribute to efficient supply chain management.

Education

Diploma in Information Technology, 2022, 87%
Dayal Bagh Educational Institute, Agra.

Intermediate, 2019, 63.7%
M.D. Jain Inter College, Agra.

High School, 2017, 70.5%
P Raj Chauhan HS School, Agra.

Supply Chain Management

TVS Supply Chain Solutions, Jhajjar, Haryana.
Assistant Officer (Export) (06/2022)-(Present)

As an Assistant Officer at TVS SCS working for **JCB INDIA LTD**, I handle the Export Process with a focus on picking & packing and executing urgent orders for JCB Parts. I optimize operations and ensure efficient supply chain management to meet VOR Urgent order & Sale requirements daily.

Experience

Inbound -

- Managed inbound customer inquiries via phone and email, ensuring prompt and satisfactory resolution.
- Managed Vehicle Off-Loading as per TAT.
- Maintain 5s on daily basis.
- Maintain KPI report & daily MIS.

Outbound -

- Managed Outbound Process and fulfill the customer requirement.
- Managed Pick & Pack and complete orders on the same day.
- Maintain KPI reports.
- Maintain 5s on daily basis.

- Shared Daily MIS report.

Export -

- Handing Operations of Export as per customer requirements I execute orders.
- Complete the process of pick and pack of Export orders on the same day.
- Arrange vehicles for pick- up of the packed material.
- Manage all the documentation, reports and the monthly KPI.

Achievement

- Achieving our daily TAT performance.
- Maintain KPI report & MIS.
- Execute the Customer order & process for the Picking & Packing.
- 100% Packing of Picked Material on the same day.
- 100% Order Processing of VOR (Urgent Orders).
- Vehicle unloaded within same day as per TAT.
- 100% audit of Inward material.

Hobbies

- Reading Novel's
- Traveling
- Learning New Technologies

Skills

Soft Skills

- Communication
- Problem Solving
- Leadership
- Time management

Hard Skills

- MS Office
- SAP (MM Module)
- Outlook
- MS Teams

Personal Details

Father's Name: Dhram Prakash

Date Of Birth: 09/09/2002

Marital Status: Unmarried

Language: Hindi & English