

Curriculum Vitae

Name: **Harwinder Singh**

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Career objective

Seeking a conducive environment where my knowledge & experience can be shared and enriched looking for an important position in administration & operations department, where I can improve my quality and skill and can contribute my best for the growth of organization.

Work Experience:

1> **DELHIVERY LTD – Team Leader (TL)** in Ludhiana

○ **Last Mile Operations- from April 2021 to 2024.**

JOB PROFILE AT DELHIVERY

- Leading Last Mile Operations team at Service Center (Large- B2B & B2C)
- To ensure 95%+ delivery target on regular basis • To handle all type of escalations related to our SC
- Team Training & Management .
- Working on daily reports & maintaining MIS Reports.
- Leading Dispatch team And Vehicles & Manpower Planning as per load.
- Managing Admin work (Center Infra & maintenance) • Handling Center internal Audits & Stock management.
- Material handling & management.
- Cash management (Maintaining Zero Cash Variance). • Managing center level resources as per requirement.

2> **One year experience in Dr.IT as a Team Leader in Chandigarh.**

3> **Three Year experience in Kochar Info Tech as a Team Leader in ludhiana.**

Academic Qualifications:

- 1> Higher Secondary Examination passed in 2009.
- 2> Completed Course of Computer
 - Good command over e-mail, software handling & Internet surfing.
 - Good knowledge of operating computer & MS office.

Skills and Other Extra-Curricular Activities

- Innovative, quick learner and result oriented
- To handle any critical situation in way of working
- Good mail communication skill
- Ability to convince
- Supply chain Management , Warehouse , Inbound – Outbound Operation •
Handling all management information system , Team Leading

Personal Profile:

Father's Name:	S.Sukhwinder Singh
Date of Birth:	17/09/1991
Sex	Male
Nationality:	Indian
Language known:	Punjabi,Hindi,Eng
Current Address:	Bala Ji Enclave, Sahnewal, 141120
Hobbies:	Cricket, Surfing, Music.

Declaration

I hereby declare that all above information given by me is true to the best of my knowledge.

Date:

(Harwinder Singh)

Place: Ludhiana (Punjab)