

RESUME

SUNIL SAGAR

ADDRESS: H.No.16, Street No.1, Pragati enclave, Sant Nagar (Burari) Delhi 110084.
CONTACT NO: +91-9818881234, +91-9818881244
EMAIL ID: sunilin2004@yahoo.co.in

OBJECTIVE

Looking for a Career in the quest of latest developments. Looking for a right blend of hard work and innovation and strong desire for a position with an organization that will continue to challenge and offer me opportunities for professional growth and achievements.

WORK EXPERIENCE

- Worked as **Logistics Manager** with **Syscom Organic World Private Limited, Brand name “Organic Harvest”** from Feb 2015 to May 2020 where the job responsibilities are as under:
 - Planning, managing and evaluating logistics operations liaising with suppliers, logistics providers, transportation companies and customers.
 - Creating and implementing best practice logistics principles, policies and processes across the organization to improve operational and financial performance.
 - Delivering solutions to logistics problems while maintaining high levels of quality and service within budgetary requirements.
 - Monitor quality, quantity, delivery times, and transport costs.
 - Negotiate rates and contracts with transportation and logistics providers.
 - Resolve problems concerning transportation, logistics systems, imports or exports or customer issues.

Apart from Logistics I was taking care of warehouse managements where taking care of:

- Identify and resolve any inventory discrepancies and ensure inventory and system records are in agreement.
 - Keep track of slow moving and obsolete stock.
 - Identify savings by removing waste or unnecessary steps in the logistics process.
 - Manage, coach and develop a high performing team that meets agreed objectives and delivers best practice results, added value and continuous improvements.
 - Ensure all completed orders are dispatched on time
 - Ensure products are shipped appropriately to ensure quality of goods during transportation
 - Take control of packaging and provide appropriate, cost effective, high quality solutions
 - Take responsibility for accuracy of labelling to ensure correct parts/finished assemblies reach correct customers at the correct time
 - Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
 - Controls inventory levels by conducting physical counts; reconciling with data storage system.
 - Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
-
- Worked as **Cargo Officer** with **Celebi delhi cargo terminal pvt ltd. At IGI airport cargo terminal For Turkish Airlines (Documentation Department)** from July 2014 to January 2015 where the nature of work as under:

- Handle Export and Import Cargo along with their documents on daily basis.
 - Responsible for loading export cargo on pallets and containers as per airlines pre defined formats and regulations.
 - Responsible for clearing export and import cargo from Indian customs.
 - Handling and sending pre alerts to destinations for HUM, Dangerous Goods and special cargos.
 - Issuing NOTOC to captain time to time.
 - Issuing Delivery order to the customers.
- Worked as **Lufthansa Cargo Global Sales Support** with **RDM pvt. Ltd.** from Dec 2008 to July 2014 where the nature of work as under:
 - Booking and handling of different cargo shipments e.g. consol cargo, perishable shipments, valuable shipments, DGR shipments etc for worldwide IATA Authorized Agents (Schenker logistics, Kuehne + Nagel, UTI, DHL, UPS etc.) using Easy booking, Unisys and Amadeus tool partially.
 - Processing **OK TO FORWARD** for the shipments if necessary, for some destination via Telex and easy booking application depending upon the nature of goods.
 - Handling and Tracking (Pharmaceutical) Cargo shipments on behalf of DHL.
 - Responsible for obtaining information from various stations worldwide through phone call and Emails related with Flight Departure, Arrival, Temperature readings for the containers, Storage, etc.
 - Sending status of the shipments to the customers time to time via email.
 - As a Senior Team Member responsible for accomplishment of task successfully.

PROJECT ACCOMPLISHED DURING MY COLLEGE SESSION

- **Vishal Mega Mart Pvt Ltd.**
Worked as a trainee in Vishal Mega Mart (Pitampura) for the period of 6 months where the nature of work as:
 - Customer Care Executive.
 - Responsible for Sales and Services of product on the floor.
 - Responsible for Display of goods in best possible way.
 - Responsible for sales achievements in the store.
 - Has to take into consideration the profitability from the floor.
- **Tata AIG Life Insurance Co.**
Worked as a trainee in Tata AIG Life Insurance Co. (Noida) for the period of 6 months where the nature of work as under:
 - Responsible for Sales and Services of Insurance policies.
 - Monitoring and analyzing all the secondary sales data related with Policies.
 - Collection of premiums from the customers at different stages.
 - Responsible to achieve business targets within the time period given by the top management.

ACHIEVEMENTS

- Track record of 98% attendance.
- Ranked 5TH in the team with the highest productivity (Tata AIG Life Insurance Co.).
- Been a good performer and a team worker.
- Completed all my college session with both theory and practical knowledge successfully.

EDUCATIONAL QUALIFICATIONS

- **MBA** from IMT (Ghaziabad) in 2010.
- **BBA** from M.D. University (ROHTAK) in 2007.
- **Passed 12th** (COMMERCE) from C.B.S.E. Board in 2004.
- **Passed 10th** from C.B.S.E. Board in 2002.

COMPUTER KNOWLEDGE

- Have complete knowledge of Software's like MS-Office including Word, Excel, PowerPoint.

HOBBIES

- Cycling, Sports, participate in various sports events, Bike riding, Adventure, Listening to music.

PERSONAL DETAILS

Name : **Sunil Sagar**
Father's Name : **Mr. Kishan Chand Sagar**
Date of Birth : **09th August 1985**
Language Known : **English, Hindi**

Date:

Place:

[Sunil Sagar]