

SAPNA KISAN MISHRA

Lokmanya Nagar Pada no- 2,
Yashodhan Nagar 400606 Thane (West)

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Career Objective:

To obtain a responsible and growth-oriented position in a challenging environment that will leverage and enhance my skills for the benefit of the organization.

SKILLS

- Handling multiple priorities and deadlines.
- Keen listener and has sense of responsibility.
- Creative & Punctual.

Details of Employment:

Company	: FUNZONE MARKETING.
Period	: 2020 to till date
Designation	: WAREHOUSE MANAGER

Roles and Responsibilities:

- Preparing Daily Invoicing in Tally.
- Handling Regular Dispatch -Placing Monthly Requisition.
- Managing all Warehouse Operation.
- Coordinating with Salesman Regarding Monthly Sales Target.

Details of Employment:

Company : Emirates Logistics Pvt Ltd (Andheri Mumbai)
Period : 2019 to 2020
Designation : SR. MIS EXECUTIVE

Roles and Responsibilities:

- Preparing monthly MIS reports.
- Preparing Monthly Billing Report as per Agreement.
- Providing daily basis MIS to Client.

Details of Employment:

Company : DEXTERS LOGISTICS (Mulund Mumbai)
Period : 2018 to 2019
Designation : MIS Executive

Roles and Responsibilities:

- Preparing monthly MIS reports.
- Providing daily basis MIS to Client.
- Preparing monthly performance report client wise.
- Handling calls, mails and customer queries.
- Maintaining and attending Quarterly QBR with client.

Details of Employment:

- **Company** : DNX CARGO INDIA PRIVATE LTD
(Rabale Navi Mumbai)
- **Period** : 2015 to 2018
- **Designation** : Operation Assistant

Roles and Responsibilities:

- Preparing monthly MIS reports.
- Providing updated daily MIS to Team.
- Responding to inquiries from staff, administrators and to provide support.
- Interacting with internal and external branches and solving the queries of customers.
- Mailing and coordinating with customers and seniors.
- Maintaining pending reports and solving the problems related to that.
- Delivery dispatch & Operation related work.

Details of Professional / Educational Qualification:

Course / Qualification	Year of Passing	Board / Institute	% or Grade
S.S.C	2008-09	Maharashtra Board	(A) Grade
H.S.C	2010-11	Maharashtra Board	(B) Grade
BMS	2013-14	Mumbai University	(B) Grade

Personal Details:

Date of Birth : 5th May 1993

Nationality : Indian

Previous CTC : INR 3,01,200 P.A

Nature of Previous job : Permanent

Notice period : 15 Days