
SIKANDER MAHTO

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PROFESSIONAL SUMMARY

Diligent Assistant Manager in the logistics industry in overseeing supply chain operations, KYC, CDD, EDD, assisting with tasks of logistics operations, transportation, and Managing Delivery Partners and negotiation while also contributing to customer satisfaction and data analysis. Driving cost optimization, streamlining supply planning, and enhancing last-mile delivery operations. lead impactful projects, and implement data-driven strategies to ensure operational excellence and efficiency.

SKILLS

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| • Organizational Skills | • Leadership |
| • Interpersonal skills | • Team Management |
| • Project Management | • Time Management |
| • Client Handling & Negotiation | • KYC EDD CDD |

WORK HISTORY

Assistant Manager, 04/2023 - Current

Oriental Dragon Impex LLP – New Delhi, India

- Performing KYC EDD of the Clients and Customers.
- Assist with day-to-day logistics operations, ensuring efficient movement and storage of goods.
- Analyze data related to logistics performance, identify areas for improvement, and prepare reports.
- Contribute to customer satisfaction by addressing inquiries, resolving issues, and ensuring timely deliveries
- Collaborate with other departments (e.g., Exim Department & Delivery partners) to align logistics strategies with overall business goals.
- Assist in training, supervising, and motivating logistics staff.
- Oversee the final stages of a company's supply chain, ensuring safe packaging and delivery of customer orders.
- Support transportation strategy development, including carrier selection, freight negotiations, and performance monitoring.
- Assist in managing the supply chain, including sourcing, procurement, and logistics, freight forwarding operations, including booking shipments, tracking deliveries, and ensuring timely delivery.

Key Accounts Manager. , 11/2021 - 12/2022

TATA 1MG Healthcare Solutions Pvt. Ltd. – Gurgaon, India

- Our Documentation Group team acts as a bridge between KYC operation and sales/client (Also called sales/client outreach team) agreement/addendum compliance with the help of legal and finance.
- As being a Key accounts manager was responsible for day to day shipments must reach by the clients as it was very crucial task because of the nature of product was medicines.
- Responsible for negotiation with clients and vendor.
- Working with Delhivery, Xpressbees and Ecom Express.
- Weekly reporting to the managers via a handsome dashboard about RTO and Delivered shipments.
- Running NDR(non delivery run sheet).
- Interacting with Outsourced CCE through emails and calls to rectify and help customers to get their shipments delivered.
- Meetings with delivery partners to ensure timely delivery and how to overcome the current undelivered challenges.

Assistant Manager, 04/2016 -09/2021

Oriental Dragon India Pvt. Ltd. – New Delhi, India

- Developed and implemented KYC outreach strategies to improve client engagement and reduce operational bottlenecks.
- Ensured compliance with evolving financial regulations by updating internal documentation and training teams on best practices.
- Review tasks for quality, ensuring adherence to operational procedures.
- Making timely payments to all suppliers and responding to their queries through emails, phone calls etc.
- Planning, scheduling, analyzing and developing operational procedures & processes.(Import & Export)

Proofing Executive(CCE), 07/2014 - 05/2015

Hartron Communications Limited - Gurgaon, Haryana

- Must needed KYC CDD to verify customer and their identity.
- Working under US government and regulatory authorities.
- Checking the client documents, ensuring if its align with the given instructions along with regulatory authorities.
- Mitigate the risk between positive and negative mass distribution.
- Arranging the Supply chain through DHL & UPS for Central Operations.
- Verifying the authenticity and accuracy of documents, conducting background checks and ensuing compliance with company policies and regulations.
- Assisting in resolving document-related issues and discrepancies with stakeholder.

Business Consultant(BDE), 06/2015 - 04/2016

Weblink India Pvt. Ltd.

- Handling foreign clients from Asian and Middle east continent, performing KYC EDD to ensure that client(companies) are not involving into any kind of illegal business.
- Interacting with foreign client to onboard them with our company.
- Performing KYC of the clients while doing adverse media check and BGV.
- Analyzing Client business operations, identity areas of weakness, inefficiencies, and potential problems.
- Gathering data, conduct research and interview stakeholder/director/CEO of the company to gain a comprehensive understanding of the clients business and how to promote it.

EDUCATION

Secondary Schooling(C.B.S.E)Board- 2008 Sr.

Secondary Schooling(C.B.S.E)Board-2010

Bachelor of Studies: Bachelor of Arts-2022

Maharaja Agrasen Himalayan Garhwal University - Uttarakhand.