
SIKANDER MAHTO

New Delhi, India 110043 ♦ +91-8130279891 ♦ amisikander62@gmail.com

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)

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.