



ADMINISTRATIVE EXECUTIVE

DIKSHIT DOGRA

Professional Summary

Enthusiastic leader with four years of experience in planning, leading and improving functions. Strategic in developing policies, managing day to day activities. Focused on motivating staff and working with diverse personality to drive improvements.

Experience

Telecom Executive

Kutumbh Care Pvt Ltd.

Responsibilities:-

- Managed quality assurance program including on site evaluations, internal audits and customer surveys.
- Worked with **Reliance JIO Info Comm Pvt Ltd** to resolve customer problems, improve operations and provide exceptional customer service.
- Developed team communications and information for meetings.
- Coordinated efforts of team members engaged in Drive test project for solution development to hurdles new site requirement and delivery.
- Received internal trainings and certifications from Reliance JIO Info Comm Pvt Ltd to represent brand, explain technical functions of mobile devices and Technologies guide product selections by customers.
- Worked on TRAI, DOT and Other VIP customer escalations to understand requirements and provide exceptional services.
- Monitored Social media and online sources escalations.
- Maintaining Employee Records – Coordinating, Personal files, Full and Final Settlements of Left employees, Exit form etc.

Personal Info

Address:-

House No 88 Ward No 8
VPO Sujanpur Tihra Distt
Hamirpur
Himachal Pradesh INDIA
176110

Nationality:-

INDIAN

GENDER:-

MALE

Phone:-

+91 85808-00025

+91 94597-72372

E-mail:-

in.dikshitdogra@outlook.com

Date of birth:-

1991-09-20

LinkedIn:-

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Operations Supervisor

K K Enterprises

Responsibilities:-

- Processed inbound and outbound shipments with high accuracy and efficiency by effectively directive associate teams and managing inventory processes.
- Enhanced operations efficiency and reduced labour expenses by developing and optimizing standard practices.
- Monitored daily and weekly key performance indicators to maintain on track status.
- Reviewed documentations such as invoices and shipping paperwork for accuracy and compliance.
- Oversaw daily shipping operations, including loading and unloading of outbound trailers, replenishing of pallets, inventory management and supervising the work of team.
- Boosted traceability by creating organizational systems for inventory managements.
- Led associate focus groups and meetings to obtain suggestions, address concerns and or issues and foster positive relations among team members and management.
- Logistics management is the part of supply chain management that plans, implements, and controls the efficient, effective forward, and reverse flow and storage of goods, services.

EDUCATION

HIMACHAL PARDESH UNIVERSITY

- Masters of Business Administration passed in First Division.
- Major in Human Resource and minor in Operations.

BAHRA UNIVERSITY

- B.Tech in Electronics and Communication Engineering passed in Second Division.

Himachal Pradesh Board Of School Education

- Government School Sujampur Tihra passed in First Division.
- Higher Secondary.

Skills

- Customer Relations
- Project Management
- HR Management
- Operation Management
- Inventory Management
- Logistic Support

Hobbies

- Traveling
- Tracking
- Music