

## Sagar Vaid

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 A results driven, self-motivated and resourceful logistics personnel who also has a practical hands on operator and has a track record of contributing to the overall growth strategy of an organisation. Having a proven ability to ensure first class delivery to the customer base, and experience of working with general merchandise and transport/ supply chains / distribution networks. Now looking forward to a making a significant contribution in a company that offers a genuine opportunity for progression.

Current Location: New Delhi, India

# *Current industry and job title*

* Working with **Global Hawk Imaging & Diagnostics L.L.C as Asst. Manager Front Office (Radiology Dept.)** since July 2015 in Dubai, UAE.

**Global Hawk Imaging and Diagnostics is the Premier Healthcare arm of the UAE based Multinational conglomerate Mulk Holdings**. It is the lead project of an elite chain of Radiology & diagnostics centres proposed to be developed across GCC countries and South East Asia. Our healthcare programmes are under the patronage of His Highness Dr Sheikh Majid Saeed Rashid Al Naomi, Director General of Ajman Ruler & Business partner of GHID & Mulk Holdings.

* Managing a team of 10 front office executives, and assigning daily tasks to them.
* Managing the Clinic software (ClinicSoft) and extracting reports and daily sales and reporting to the senior Management.
* Taking care of the patients, and maintaining the smooth slow of the work
* Transport Management
* Vendor management
* Keeping in touch the Doctors of the Patients and taking regular feedback and updates
* Taking approvals from the respective Insurance companies for the patients.
* Providing Quick Assistance to the Director whenever required.

# *Previous industry and job title*

* Worked with **Saudi Bulk Transport ltd (SENDDEX) (Saudi Arabia) as Admin Supervisor from 19th March 2013 to 19th October 2014.**

# *Job profile*

* Maintaining on-going relationships providing support and resolving problems for the customers.
* Responsible for a Team of 5 CS Assistants.
* Processing of shipments & working with Internal & External customers.
* Ensuring all inbound shipments delivered on time and outbound shipments reached to destinations.
* Logging the cases with insurance companies and following up with the insurance providers.
* Keeping in close touch with Dispatchers & tally clerks for the smooth flow of information.
* Resolving invoices and account receivable issues.
* Act on or Facilitate problem resolution & set action plan to meet customer requirements.
* Providing best in class Customer Service to Internal & External Customers.
* Timely communication with origins & consignee’s &/ or other organisational offices/customers regarding any issues affecting the shipments.
* Supervise and carry out any other miscellaneous tasks within the hub or the organizational facility of work as instructed by the Reporting Authority.
* Sending KPI, Collection-Delivery reports to the Top customers.

# *Previous industry and job title*

* Worked with **Ferns N Petals Pvt Ltd (India) as Sr. Admin & Operations Executive** from **2nd June 2012 to 1st Feb 2013**

# *Job profile*

1. **Ferns N Petals** is a group of companies, which includes **FNP E-Commerce**, **FNP Events & Weddings, FNP Tahliani, and Retail & Marketing**. FNP is a pioneer in floral business and have above forty flower outlets all over India.
* Strategic and tactical planning for providing logistic solutions
* Responsible for managing the loading of vehicles, completed stock and load bay areas.
* Planning and scheduling the delivery of goods and cargoes.
* Making sure that project deadlines are met.
* Responsible for a team of over 35 staff that include drivers and warehouse operatives.
* Completing and filing compliance documentation for import, export and supply chain security.
* Managing supplier delivery performance and maintain supplier contracts.
* Negotiating pricing with local carriers and transporters.
* Visiting company sites around the assigned territory.
* Managing fleet & Labourers.
* Development of the logistics supply base.
* Supporting other departments within the company.
* Keep a check on day to day office activities.
* Making deduction sheets for the employees and submitting to accounts.
* Managing all supply chain activities.

# *Previous industry and job title*

Worked for **2 years with Supreme properties** a leading Real Estate Firm in Gurgaon (India) as an **Admin Assistant** from **5th Feb 2009** to **24th March 2011.**

# *Job Profile*

* Responsible for handling day to day admin activities.
* Disbursal of cases.
* Handling various promotional activities.
* Assisting the Managing Director of the organisation.
* Managing all supply chain activities.
* Taking appointments and fixing up meetings and discuss cases disputed cases.

# *Key competencies and skills*

Complex logistical movement

Fleet management
Logistics planning
Process improvement
Delivery management

Documentation

# *Academic and professional qualification*

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| Diploma in Office Management | New Delhi YMCA | 2011-12 |
| Bachelors of Arts | University of Delhi | 2009-12 |
| Intermediate | B.R Mehta Vidya Bhawan School (CBSE) | 2007-08 |
| Matriculation  | B.R Mehta Vidya Bhawan School (CBSE) | 2005-06 |

# *Computer Expertise*

● Comfortable in working with MS-WORD, MS-EXCEL, MS-PPT

# *Extra –Curricular Activities*

 ● Took active part in 2010 Common Wealth Games as a Volunteer.

 ● Winners up in district level basketball & Cricket championship.

 ● Participated in Maggi quiz contest held at our school by Nestle.

 ● Participated in various cultural programs at School & College level.

# *Personal Dossier*

Nationality-Indian

DOB : 07/01/1991