

## **MACCHINDRA GITE**

**ADDRESS - ROOM NO 204 ,E wing, Vibrant homes, Yashwant shrusti Boisar west 401501**

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### **SUMMARY :**

Detail-oriented and highly organized Dispatch Executive with 8 years of experience in coordinating logistics, managing fleet operations, and ensuring efficient dispatch processes. Adept at using dispatch software, tracking shipments, and maintaining excellent communication with drivers and customers. Strong problem-solving skills and the ability to work under pressure in a fast-paced environment.

### **HIGHLIGHTS :**

- Commercial Tempo Driving
- Inventory Management
- Vehicle Maintenance
- Customer Service
- Route Planning and Logistics.
- Supervision of helper
- Making duties , list of work and shift management.
- E-way bill and E-invoice

### **EXPERIENCE :**

4/2014 to 5/2016

School Bus Supervisor (Bhagirathi trans carpo pvt.ltd.)

6/2016 to 6/2021

Logistic supervisor in Gite transport

12/2021 to 5/2022

Dispatch executive at G B. Global company

6/2022 to 12/2024

Manger at Bhavana Roadways.

1/2025 to Current

Dispatch manager at Eastmen Chemicals

**EDUCATIONAL QUALIFICATION :**

<b>Degree</b>	<b>Year of Passing</b>	<b>University</b>
<b>H.S.C</b>	<b>Feb `2012</b>	<b>Mumbai University</b>
<b>S.S.C</b>	<b>March `2010</b>	<b>Mumbai University</b>

**TECHNICAL KNOWLEDGE :**

- Internet
- MS – Office
- MS – CIT
- Computer Basics

**STRENGTHS :**

- Positive
- Attitude
- Confidence as per need
- Activeness

**PERSONAL INFORMATION :**

- Date of Birth - 9<sup>th</sup> June 1995
- Marital Status – Married.
- Language Known – English , Marathi , Hindi.
- Nationality – Indian.

I hereby declare that all information's given here are true to the best of my knowledge and belief. If given chance I will leave no stones unturned to prove myself.

Date :

Place : Boisar

Yours Faithfully ,

**(GITE MACCHINDRA)**