

Nitesh Kumar

Shakurpur Delhi | Phone: 7004956374 | Email: Me@nitesh.cc

Professional Summary

Supply Chain Management professional with 4+ years of experience in order management, logistics coordination, inventory tracking, and dispatch operations. Skilled in ERP systems (Microsoft Dynamics Navision 365) and Advanced Excel (Pivot Tables, VLOOKUP, HLOOKUP) for operational reporting and inventory management. Experienced in coordinating with warehouses, vendors, and logistics partners to ensure accurate order processing and on-time delivery while maintaining high customer satisfaction.

Key Skills

Supply Chain Management | Order Management | Inventory Management | ERP – Microsoft Dynamics Navision 365 | Logistics & Dispatch Coordination | Warehouse Coordination | Advanced Microsoft Excel | Vendor & Outlet Coordination | Operations Reporting | Customer Support

Professional Experience

Supply Chain Management Executive

Bikanervala Foods Pvt. Ltd., Delhi

April 2022 – Present

- Manage end-to-end order processing from outlets to final customer delivery.
- Coordinate with dispatch, warehouse, and logistics teams to ensure timely shipments.
- Track inventory and order status using Microsoft Dynamics Navision 365 ERP.
- Prepare operational and inventory reports using Advanced Excel.
- Coordinate with vendors, outlets, and transport partners to resolve delivery issues.
- Provide order and delivery updates to maintain high customer satisfaction.

Cashier

D-Mart, Mumbai

Aug 2021 – Jan 2022

- Handled high-volume customer transactions accurately at the cash counter.
- Maintained daily sales and cash records.
- Assisted customers with product queries and promotions.

Education

B.Com (Bachelor of Commerce)

University of Mumbai — 2021

12th Grade

BSEB Board — 2018

10th Grade

CBSE Board — 2016

Languages

Hindi — Native

English — Professional Working Proficiency