

SUNISH DIXIT

Professional Summary

A result-oriented professional having more than **18+ years** of experience in various department operations & support function like- **Distribution, Customer Service, Logistic & Ware Housing, HR, Admin/Accounts/NGO operation.**

CONTACT

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WORK EXPERIENCE

Assistant Manager-OBL (CSD)

Reliance JIO Infocomm. Ltd. Oct-2015 - Feb.2022
Location Distt. Hoshangabad–M.P.

Accomplishments

- Manage customer Service Delivery/Distribution operation.
- Team Management, Customer acquisition. Support to Area HR of New Hiring (Documentation-On boarding)
- Handle all Customer & Channel partners escalation.
- Coordination with other vertical (Finance/Network/Device Repairing & Service Team) for given the resolution of customer in company given TAT.
- Drive New/MNP accusation, CSET Survey, Rejection control, FSM calling productivity with 130 white listed person.

Zonal Manager-Aditya Birla Group- Oct.2011-Oct.-2015, Location- Distt. SAGAR-M.P.

Roll of Onicra Credit Info. Com. Ltd. Indore Circle

Accomplishments

- Manage 7 Distt. office operation-With large size team across the department (150+ People) HR/Admin.-Main power Hiring & On boarding, Attendance/Payroll, Client Relationship, Handle Customer query/escalation.
- CAF pickup, Scanning, Warehousing, provided retrieval Support to area office team.

Team Leader-Bhopal-M.P. (Logistic-Operation)

Navbharat Archive Xpress (NAX) Feb-2010-Sep.2011

Accomplishments

- Responsible for Warehousing, Logistic & Administration Operation, Coordination with various client & manage end to end operation.
- Handling the team according to work/client requirement. All clients document pickup/Scanning/Retrievals.

Senior Executive - Fashion Suiting P.Ltd.-Bhopal (Group of Bhilwara) Jan. 2006 - Dec. 2009

Accomplishments

- Sr. Executive (Distribution & Warehousing in FMCG Segment)
- Logistic Operation Coordination with all channel partner.
- Reconciliation of stock, inventory mgmt., daily MIS/Report.

Supervisor (PFT Member) Lupin H.W.R. Foundation-NGO-Project Under M.P. Govt. July 2003 – Dec-2005, Dist.Raisen

- Community mobilization, Monitoring, Accounting/Audit
- CIG's Formation/community Escalation/Queries resolution.

SKILLS & COMPETENCIES

SERVICE AND DELIVERY OPERATION

PROBLEM SOLVING SKILL

DATA ANALYSIS

HR/ADMINISTRATION

LOGISTIC OPERATION

INVENTORY MANAGEMENT

ACCOUNTS

TRAINING & DEVELOPMENT

TEAM BUILDING AND MANAGEMENT

Education

- **2022-23**–Pursuing **PG Diploma in Yogic Science** from Barkatullah Vishwavidyalaya, Bhopal
- **July 2022** – **Certification in YOGA** from Ministry of AYUSH - Govt. of India.
- **2014** - **MBA (Marketing)** with **58%**- Sikkim Manipal University, Bhopal (M.P)
- **2003** – **M. Com. (Finance)** with **55%** Barkatullah Vishwavidyalaya, Bhopal.(M.P.)
- **2003**–**ITI Diploma (Computer)** with 74% State Council of Vocational Training–Bhopal (M.P.)

IT's Skills:

Well versed with **MS-Office** MS Word, Excel, Power point, Window10/2000/XP.

Personal Vitae:-

DOB : 30/08/1980-Male
Language Known : Hindi, English,
Nationality : Indian
Marital Status : Married
Hobbies : Yoga-Meditation,
Gardening
Strength : Positive attitude,
Self Motivated