

RESUME

C.DHAMODHARAN
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PROFESSIONAL SUMMARY

Responsive Dispatch Supervisor skilled managing various aspects of fleet transportation dispatch. Bilingual professional determines workforce needs and workload planning.

Driven Dispatcher with excellent leadership and problem-solving abilities. Highly organized and proactive with solid understanding of scheduling actions, adjusting routes and prioritizing issues. Dedicated to efficiency and reliability in personal work and collaborative projects.

Attentive Dispatcher dedicated to providing reliable support and sound organization strategies for call coordination. Well-versed in telephone and two-way radio communication for relaying quick messages, work orders and field instructions. Skilled at recording and organizing incident reports and caller requests for easy reference.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Records Maintenance
- Transportation coordination
- Positive communication skills
- Progress checks
- Tracking of man hours
- Routing orders
- Dispatching field personnel
- Maintaining call metrics
- Dispatching procedures
- Customer Relations
- Schedule Management

WORK HISTORY:

Dispatch Supervisor|Abt Industries Pvt Ltd

Coimbatore - April 2018 - December 2021

- Determined number of man hours required to complete assignments after reviewing scope of each project.
- Supervised team of 15 employees and provided training focused on maximizing overall performance.
- Maintained updated and detailed records of calls in physical and electronic databases.
- Directed dispatching, routing and tracking of 26 fleet vehicles.
- Planned, organized and managed work of subordinate staff to accomplish consistent work within organizational standards.
- Implemented schedule and policy changes and collaborated with management to formulate new policies, procedures and goals.
- Ordered supplies and allocated resources to personnel based on need.
- Received new orders, prepared documentation and assigned personnel.
- Monitored flow of paperwork and directed information to appropriate departments.
- Managed 60 dispatchers while leading and delegating job assignments, tracking project status, processing payroll and resolving issues to maximize productivity.
- Coordinated schedules for optimal coverage of daily workload and adjusted quickly to changing demands.
- Assessed regulatory and operational risks for escalation to management.
- Facilitated communications between customers and field personnel to answer questions or resolve concerns.
- Maintain meticulous employee records to accurately track attendance and productivity

Sales Executive|Sree Kumaran Thangamaligai

Coimbatore - May 2016 - April 2018

- Exceeded sales goals by implementing aggressive sales programs, overhauling processes and facilitating market development.
- Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.
- Maintained detailed records of sales progress, inventories and marketing success to better align goals with company priorities.
- Directed work of an efficient administrative team maintaining accurate sales, inventory and order documentation.

- Grew sales and boosted profits, applying proactive management strategies and enhancing sales training.
- Collaborated with internal teams and suppliers to evaluate costs against expected market price points and set structures to achieve profit targets.
- Contributed to team objectives in a fast-paced environment.
- Prioritized tasks and projects to meet tight deadlines.
- Generated advertising brochure for vendor use.
- Worked with sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas
- .Analyzed past sales data and team performance to develop realistic sales goals,

EDUCATION

- Akshaya college of engineering and technology - coimbatore | B.E. Computer science and engineering 2012 - 2015 with 6.3%
- Nachimuthu polytechnic college - pollachi | Diploma in computer technology 2008 - 2012 with 63%
- PKD Matriculation higher secondary school - pollachi | 10th standard 2008 with 62%

PERSONAL DETAILS

FATHER'S NAME : S.CHOCKALINGAM

DOB : 19-04-1993

SEX : MALE

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

LANGUAGE KNOWN : TAMIL, ENGLISH

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

PLACE:

C.DHAMODHARAN

DATE:

