# Nikhil Rao

Logistics Manager

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## Summary

Logistics manager with eight years coordinating domestic distribution for consumer goods. Leads a nine-person dispatch and planning team, manages carrier performance reviews and improves exception reporting across regional delivery lanes.

## Experience

May 2022 - Present

**Logistics Manager, Example Fieldbasket Distribution**

- Coordinate dispatch planning across two distribution sites serving 46 retail delivery points.
- Lead nine planners and dispatch coordinators, with daily reviews of capacity, late orders and carrier exceptions.
- Introduced a shared delivery-exception register, reducing unresolved proof-of-delivery queries from 61 to 23 over eight weeks.
- Review carrier service reports monthly and document agreed corrective actions with procurement.

Jul 2018 - Apr 2022

**Transport Planner, Example Fieldbasket Distribution**

- Prepared daily route plans using order volumes, delivery windows and vehicle availability.
- Reconciled dispatch records with carrier updates and flagged incomplete delivery documentation.
- Supported peak-season capacity planning by comparing forecast volumes with recent lane demand.

## Education

**BBA, Logistics and Supply Chain** 2015 - 2018

*Example Midland Business College*

## Skills

**Planning:** Dispatch planning, Capacity planning, Carrier coordination, Delivery exceptions

**Management:** Team scheduling, Service reviews, Process documentation, Cross-functional coordination

**Systems:** Transport management systems, Excel, Delivery reporting, Inventory interfaces

## Projects

**Delivery exception review**

- Designed a weekly review separating late dispatch, transit delay and missing delivery confirmation.
- Assigned owners and next actions so repeated issues could be investigated by the relevant team.

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/logistics-manager-resume-sample