

Siddharth Chauhan

📍 Vadodara, Gujarat, 390012

☎ +91 6354188911 ✉ siddharthc1482003@gmail.com

Skills

Transportation & Dispatch Coordination

Shipment Tracking & Delivery Follow-up

Inbound & Outbound Logistics Management

E-way Bill & Invoice Preparation

Lorry Receipt (LR) & Proof of Delivery (POD) Handling

Dispatch Documentation & Record Keeping

Basic Knowledge of Letter of Credit (LC)

GST & Transport Compliance

Education

H S Patel High School

Secondary (10th Pass)

Mar 2019 | Vadodara, Gujarat

H S Patel High School

Higher Secondary (12th Pass) in COMMERCE

May 2021 | Vadodara, Gujarat

Maharaja Sayajirao University of Baroda

Bachelor in Commerce

May 2024 | Vadodara, Gujarat

Experience

Shilchar Technologies Limited

Logistics Assistant

Jan 2025 - Feb 2026 | Vadodara, Gujarat

- Coordinated daily transportation and dispatch activities for timely delivery
- Managed inbound and outbound shipments efficiently
- Prepared and verified delivery challans, invoices, and e-way bills
- Monitored shipment status and ensured on-time delivery
- Maintained accurate logistics records and documentation
- Ensured compliance with transport and GST regulations
- Handled LR (Lorry Receipt), POD (Proof of Delivery) tracking
- Updated shipment data in ERP / Excel systems
- Coordinated with transporters, drivers, and vendors
- Negotiated basic freight rates and delivery schedules
- Resolved delivery delays and transportation issues
- Communicated with internal teams (sales, production, accounts)
- Tracked and reported delivery performance and delays
- Preparation and verification of LC documents
- Strong attention to detail to ensure error-free documentation
- Knowledge of international trade compliance
- Ability to manage strict deadlines under LC terms
- Managing export/import shipment documentation under LC Monitoring
- shipment schedules as per LC conditions Handling LC amendments and extensions