



## Vikas Kumar *Operation Officer*

✉ mr.vsbhardwaj@gmail.com ☎ 7877772072

📍 Jaisinghwas, surajgarh, Jhunjhunu, Rajasthan 333029

📅 05 May 1996 🤰 Married 🚗 RJ18 20180009852

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### OBJECTIVE

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Seeking to obtain a responsible position in logistics operation management where my skill, knowledge and experience will be contributed towards the improvement of the company, my innovative ideas and active personality should assist me a lot in adding to the company's growth.

### Education

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**B.com** Aug 2019  
**IEC University , Solan** Himachal Pradesh

**Iti electrical** Apr 2016  
**Svm pvt. Iti jaisinghwas , Jaisinghwas** Jhunjhunu, Rajasthan

**12th class** Mar 2013  
**Vishva Bharati senior secondary school , Singhana** Jhunjhunu, Rajasthan

**10th class** Mar 2011  
**Rakesh academy senior secondary school , Pilani** Jhunjhunu, Rajasthan

### Courses

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**RS-CIT Rajasthan** 2014  
**Vartman mahaveer open University ( 6 month)** Kota, Rajasthan  
Rajasthan state certificate in information technology Rs-cit

## **Work Experience**

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**Operation Officer (Emp. Cod -A8558)**  
**Associate Road Carriers Limited**

Jan 2020 – Apr 2023  
Taloja, Navi Mumbai

### ***Work Summer***

- \* Daily and monthly booking report
- \* Daily and monthly delivery report
- \* Stock report | Mis Report | Pod report
- \* Cordinate with costumer | Tc Hub | Ro office
- \* plan routes and process shipments
- \* Manage pickup and delivery shipment
- \* Handle operation team loading & unloading staff
- \* Responding to any issues or complaints
- \* Manage Delivery vehicle and pod and update Erp
- \* Manage dally collect case report | MR report
- \* Outward & inward Challan | out & in Tally | Tar and Dpr Report
- \* Dally & monthly booking and delivery report to Zonal office
- \* Check mail and revert with solution | Documentation
- \* E-way Bill |Generate New | Extension | Consolidated
- \* (CS) Total costumer sport | tracking

### **Skills and qualities**

- \* Ability to appraise and use IT packages and electronic communication methods.
- \* Excellent geographical knowledge.
- \* Good people management and coordination skills.
- \* Excellent negotiation and communication skills.
- \* Extensive knowledge of the transportation and logistics industry.
- \* Good intuition to make crucial judgment calls.

## **TECHNICAL QUALIFICATION**

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- \* Email & Browser & every kind of thing which is related to the internet
- \* Letter, not etc., Documents Framing
- \* MS Office work \* Tally Prime works
- \* Operating system (Window and macOS)
- \* Spreadsheets (Excel, Google s. sheets, Etc.)
- \* Documentation

## PERSONAL SKILL

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- \* Positive Attitude
- \* Good Communication skills
- \* Team Player
- \* Hard Working, and Sincere
- \* Responsibility

## HOBBIES

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- \* Make New Friends
- \* Surfing Net
- \* Visit New Places.
- \* Watching NEWS on TV

## Languages

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Hindi



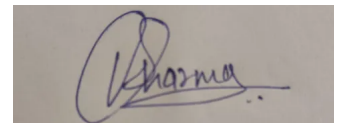
English



## Declaration

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I Hereby Declared That the Above Furnished Information is True and Correct to The Best of My Knowledge a Belief.



**Vikas Kumar**

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