



# AVANISH KUMAR DUBEY

Clerk | Branch Assistant

## My Contact

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📍 ALIGARH, INDIA 202001

## Hard Skill

- Coordinating transportation
- Delivery fleet management
- Account analysis expertise
- Conflict resolution
- Operation Monitoring

## Soft Skill

- Cash handling
- Customer and vendor relations
- Communication
- Multi-tasking

## Education Background

- Mahatma Gandhi Kashi Vidyapith Varanasi | India 2022-Till  
Bachelor of Computer Applications Computer Science And Software Development
- 2022  
Maa Tripur Sundari Public School Mirzapur | India  
12TH
- 2020  
The Radiant International School Chunar | India  
10TH

## About Me

Results-oriented professional at Vrl Logistics LTD. with expertise in cash handling and customer relations, consistently enhancing operational efficiency and customer satisfaction. Proven ability in financial analysis and vendor management, fostering collaboration and problem-solving within teams. Strong verbal communication and multitasking capabilities drive commitment to achieving measurable outcomes.

## Professional Experience

- September 2023 - Current
- Vrl Logistics LTD. - Aligarh, India  
Clerk
- Monitored cash levels in teller drawers throughout the day to ensure adequate funds were available for customer needs.
- Performed accounting or financial analysis. Assisted organizational efforts by filing, entering data and answering phones.
- Reviewed and approved vendor invoices.
- Maintained professional relationships with customers by providing excellent customer service.
- Identified needs of customers promptly and efficiently.

## Achievements

- Branch Assistant Aligarh | Septemer 2023