

CURRICULUM VITAE

Rajendra Kumar

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BRIEF OVERVIEW

- **6 Years Working** : Experience in Transport freight forwarding and Transport solutions with leading organizations.
- Extremely reliable and safety conscious with solid experience in Transport operations to include loading and unloading trucks, shipping and
- Excel at accurately labeling freight, monitoring inventory, calculating and verifying quantities, and using computers to maintain records and track shipments within high-volume warehouse environments

Previous Experience

- **M/s-Transport Corporation of India Ltd. - TCI Group**
- **Designation – Operation Assistant Period: - 04-November-2019 at Present.**
- **Experience in areas -Maharashtra**

Responsibility:

- Always Provide Smooth operation by good planning:
- Monthly agenda for Business & outstanding control
- Daily coordination with CO/RO for Indents / Placement / Funds.
- Tentative Dispatch Plans, Route plan
- Vehicle / Transport Arrangement
- Accountable to Reducing the chances of Damages
- Responsible for Perfect Packaging & ensure no Transit losses.
- Monitoring Payments Received against dispatch Materials and pass on Outstanding Statement.
- Customer Support: Handling of Query and give support regarding their problems.
- Maintain daily customer complain Vs satisfaction register
- Communicating & maintaining healthy relations with all Clients, transporters and Vendors
- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
- Efficiently managing a team of drivers and vehicles.
- Responsible for all the dispatching, routing, and tracking of delivery vehicles.
- Dispatching complex and oversized goods to national and international destinations.
- Checking then parcels at warehouse along with their proper availability of Road Permit / Sales Tax No. / Octroi related issues.
- Submitting the bills along with POD copy to customers on time on time for realizing the outstanding
- Bank Reconciliation statement
- Document & data forwarding by system to controlling office in daily basis
- Daily follow-up with customer towards realizations of payment & programs
- Emailing daily Data & business report to our Controlling & regional Office and our HOD
- Emailing daily dispatches planning, vehicle placement report on daily basis
- Monitoring Warehouse Stock, Supervising warehouse Maintenance.
- Enter all vouchers in ERP on Daily Basis.
- Make Bank reconciliation in ERP on monthly basis.
- Giving Positive Reponses to All Intimation Consignment Coming from All India.

Educational Qualification

COURSE	SCHOOL/COLLEGE	YEAR OF PASSING	PERCENTAGE	MODE OF STUDY
Bachelor of Arts (B.A.)	UNIVERSITY OF BIKANER	2019	45%	Non-Collegiate
Senior Secondary High School [10+2]	Board of Secondary Education Rajasthan	2015	60.40%	REGULAR
High School	Board of Secondary Education Rajasthan	2013	49.50%	REGULAR

- **Computer Skills**
- **MS-OFFICE - (Word, Excel, Power Point, ACCESS), ERP, SAP**
- **Environment – Internet, e-mail.**

- **Personal Details**

- Date of Birth – 31st December,1997
- Father Name – Shri Girdhari Lal
- Marital Status – Married
- Permanent Address: VPO-Seetsar ,Tehsil-Ratangarh,Dist.-Churu, (Raj) Pin-331505
- **Hobby's**1. **Cooking (Only Veg.)**2. **Reading** (Newspaper, Books) 3. **Games** (Cricket, Chess)

Declaration: -

- I do here by declare that the above information is true and correct to the Best of my knowledge & belief.

- Date: -

Rajendra Kumar

- Place: -