

# OPERATION MANAGER

**Navneet Kumar Mishra**

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## SUMMARY

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I am a person who is positive about every aspect of life. There are many things I like to do, to see, and to experience. I like to read, I like to write; I like to think, I like to dream; I like to talk, I like to listen. I believe my strengths are that I am a person who can work under a lot of stress. I regard myself to be a very open minded person, ready for new challenge, especially when it's come to technology.

## CAREER OBJECTIVE

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Able to operate effectively in a high volume service driven transport operation.  
Possessing a good understanding of all relevant legal compliance and fleet controls.  
Experience of Budgets and Financial controls.  
Knowledgeable in all process compliance areas including; Legislative, Productivity, Quality and Service.  
Comprehensive understanding all of areas of the supply chain.  
Full understanding of transport operational systems.  
Able to work diplomatically in a unionised environment.

## SKILLS

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Able to Multiple relationships at different levels.  
Strong Communication and Analytical skills.  
Problem Solving and Prioritising skills.  
Man Management Skills.

## EXPERIENCE

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Jan-2015 - May-2019

Sr. Operation Executive

### **SIGNET INDUSTRIES LTD.**

Incharge of the day to day operation of the transport....  
Responsible for all the despatching routing and tracking of the vehicles....  
Making sure that all transport fleet vehicles are properly maintained and serviced.....  
Maintain staff schedules....

Jul-2019 - Jul-2020

Sr. Operation Executive

### **ABCN LOGISTICS PRIVATE LIMITED**

Communicate with the operation and management team to prepare an efficiently executed operations strategy.  
Monitor the company's operations and various expenses and budgets within their department and the daily operations.  
Build and put in place processes and procedures to improve daily company operations.

Jul-2020 - Till Today

### **ABCN LOGISTICS PRIVATE LIMITED**

## Operation Manager

Responsible for getting the right products in the right quantities, to the right locations all at the right time.  
In charge of the day to day operations of the transport department.  
Efficiently managing a team of drivers and vehicles.  
Responsible for all of the dispatching, routing, and tracking of delivery vehicles.  
Dispatching complex and oversized goods to national and international destinations.  
Ensuring company compliance of all transport policies, legislation and procedures to do with tachograph and towing etc.  
Managing, monitoring and developing a team of drivers and line managers.  
Involved in strategic development and strategy making.  
Being the first point of contact for all drivers.  
Making sure that all transport fleet vehicles are properly maintained and serviced.  
Arranging for the induction and training off all new staff.  
Regularly liaising with the delivery manager to ensure a smooth running of both departments.  
Developing and nurturing customer relationships.  
Maintaining accurate administrative records.  
Giving drivers a full debrief, including tacho analysis.  
Organising vehicle checks.  
Identifying operational issues, potential problems and opportunities.  
Resolving and managing queries and complaints courteously and efficiently.  
Appraising staff performance and also taking disciplinary measures when required.

## EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
10th	Govt. Inter College , Surwa Dalapur , PRAYAGRAJ	U P BOARD	65 % %	2008
12th	L B S T INTER COLLEGE , MANDA KHAS , PRAYAGRAJ	U P BOARD	65.3 % %	2011
B.A	NARAYAN MAHAVIDYALAYA , AUNTA ,MEJA , PRAYAGRAJ	KANPUR UNIVERSITY	57% %	2014

## AREAS OF INTERESTS

Transport Operations, Staff Appraisals, Strategy & Planning, People Management

## HOBBIES

Reading , Playing , Singing

## PERSONAL DETAILS

Address

Village and post - Kosada kala , Manda Khas  
Prayagraj, Uttar Pradesh, 212104

Date of Birth	01/09/1994
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	Hindi & English

## **DECLARATION**

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I hereby declare that above mention statement is true and best of knowledge . I promise that if a chance given by you to me in your organization , I'll prove myself the most vital element of your Organization.

Navneet Kumar Mishra