

Mr Suraj Kumar Pandey
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CAREER OBJECTIVE

To pursue a career in a visionary team and to develop myself with the Organization which aims at achieving targets successfully, provide me exposure to the work culture and offer me challenges as well as opportunities for my career advancement in the all field

EXPERIENCE:-

SUGAM GROUP (SUGAM PARIVAHAN PVT LTD)

2024 (March)-Present - BRANCH HEAD (GANDHIDHAM)

- Broker Visit And New Vendor Hire
- Customer Visit And New Customer Hire
- RFQ submission Pan India
- All Type Vehicle placements pan India (Nepal Bangladesh Bhutan)
- Material inspection with Dimension
- Vehicle tracking daily basis and update managements and customer
- Handling Account of Branch Level
- Daily Basis Report submission to Managements
- Outstanding

TCI-FREIGHT-A Division of Transport Corporation of India

2022-2023 Sr. Supervisor (Guwahati) Branch Head

- New Vendor hire
- New customer hire FTL.PTL
- Vehicle placements
- RFQ Submitting Pan India
- Vehicle tracking.
- Outstanding and Direct cost handling.

2019-2022 Supervisor Operations (HISSAR) Branch Head

- Handling incoming and outgoing load of 500MT per month.
- Checking legal and illegal material with proper invoice and packing conditions
- Transportation Contract Management.
- Customer interaction/ Complaints handling.
- Dispatch MIS.
- RFQ Submitting Pan India.
- Training to lower level branches for proper documentation of carrying goods.

- Vehicle tracking.
- Execution of Hub Operations (Receiving of material, Sorting of goods, Dispatch if material).
- Handling petty cash of branch.
- E-waybill(Part A &Part B)
- GST& Invoice, POD collection.
- Outstanding and Direct cost handling.

2018-2019 Supervisor Marketing (HARYANA)

- SUN, LTL and FTL Marketing.
- Customer visit, RFQ submission

2014-2018 Assistant Supervisor (JAIPUR)

- Training and Learning prepare of LR and Entry system
- Vehicle all documents checking before Left the vehicle from Customer End
- Handling end to end logistic cycle from dispatch to delivery
- Vehicle tracking and consignments tracking and updated to customer
- Proper Marking in BOX
- Vehicle Loading and Unloading Branch and Transhipments Level

LOGISTICS AND SUPPLY SKILLS:-

- Possess good interpersonal skills and the ability to maintain good working relationships with Clients, Employees, and Industry Professionals.
- Knowledge of Excel, excellent overall PC and Microsoft Skills, Ability to prepare reports, performs spreadsheet calculations, and learns new software tools.
- PC proficient in windows based software programs. Ability to develop proficiency With company computer system is essential.

EDUCATIONAL QUALIFICATION:-

- 10THFromU.P Board in 2009.
- 12thFromU.P Board in 2012.
- B.A from MGKV Varanasi.
- ADCA (computer course)

PERSONAL STRENGTHS:-

- Pleasant Personality, Dedicated and Flexible.
- Excellent organization and communication skills.
- Self- motivated and fast learner.
- Able to work under pressure and independently.
- Good reasoning ability.

- Able to travel in various areas.

PERSONAL INFORMATION:-

- Current Address : H No 177 Vill- Newada
Post- Sarvatakhani Dist- Bhadohi 221314 UP
- Date of Birth : 08thAUG 1993
- Nationality : Indian
- Gender : Male
- Marital Status : Married
- Hobbies : Reading and Travelling
- Languages : Hind and English

Date:-

Place:- Bhadohi UP

Signature