

# NEERAJ KUMAR

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## LOGISTICS EXECUTIVE

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### **PERSONAL DETAILS**

DOB 24-JAN-2001

9717248277

[Neeravprajapati77@gmail.com](mailto:Neeravprajapati77@gmail.com)

E-71 Sanjay Colony Bhati Mines,  
Fatehpur Beri, New Delhi -  
110074

### **SKILLS**

Microsoft Excel  
Microsoft Word  
Microsoft PowerPoint  
Power Query Editor  
Basic Power BI & DAX  
Basic VBA(ChatGPT)  
ChatGPT  
Email  
English Typing  
Negotiation skills  
Communication Skill  
Strategic thinking

### **Qualification**

**10th** from CBSE Govt. Co-Ed. Sr.  
Sec. School, New Delhi  
2016

**12th** from CBSE Govt. Co-Ed. Sr.  
Sec. School, New Delhi 2018

**Graduated** from Ignou University,  
New Delhi.

### **Certificate**

Basic Computer Course  
SCE, New Delhi

Advance Excel Course, Abhijeet  
Technical 4M, Allahabad

Power BI Abhijeet Technical 4M,  
Allahabad

### **CAREER OBJECTIVE**

Seeking a position where I can utilize my knowledge, abilities and personal skills to contribute for the growth of the organization.

### **EXPERIENCE**

#### **1. Caravan Roadways Limited, Rewari Haryana Logistics Executive 2020-2024**

- Managed Tripsheets Efficiently, Ensuring Accurate Documentation And Tracking.(LMS, Efleet).
- Oversaw GPS Tracking For All Vehicles, Generating Detailed Reports Such As Diagnostic History, Halt Reports, And Journey Reports. (Tracking Expert, GPS Gadi).
- Provided Strategic Direction To Vehicles, Ensuring Optimal Routes And Timely Arrivals.
- Prepared Comprehensive GP Reports For Each Vehicle, Enhancing Operational Oversight.
- Conducted Thorough Checks On All Vehicle Challans, Presenting Findings Through Detailed Reports.
- Produced Insightful Reports Tracking The Settlement Of Vehicle Accounts, Contributing To Improved Financial And Operational Efficiency.

#### **2. Singal Transport Corporation, Rewari, Haryana Tyre Executive 2024-2025 still working**

- **Inventory Management:** Manage inventory and stock levels, ensuring adequate supply of tyres.
- **Purchase:** Purchasing new tyres and managing the logistics of inbound tyre shipments.

**Additional Qualification**

Import Export Management  
Course, IIIEM, New Delhi

**Languages**

Hindi

English (Intermediate)

**Hobbies**

Reading Books

Travelling

Cricket

- **Cost Efficiency:** Assist in cost reduction initiatives and implement strategies to enhance tyre longevity and productivity.
- **Retread Tyre Management:** Manage the stock and supply of retread tyres to ensure availability and quality.
- **Daily Operations:** Handle the daily Issue and Receive of tyres for vehicles, maintaining accurate records.
- **Live Tyre Tracking:** Maintain and update live vehicle tyre tracking sheets to monitor usage and performance.
- **Tyre Inspection & Maintenance:** Conducted inspections for wear, damage, and inflation; ensured timely replacement and rotation.
- **Breakdown Support:** Provided quick solutions for tyre- related vehicle breakdowns to reduce downtime.

**Declaration**

I hereby declare that the above particulars are true to best of my Knowledge and belief. I would be glad to provide any other Information required by you.

**Date**

**Neeraj Kumar**