

Amit Kumar

Operations Assistant

Dynamic and detail-oriented Operations Assistant seeking to leverage my organizational abilities and problem-solving skills to support operational excellence and contribute to overall business goals.



amit91823@gmail.com



8252405414

SKILLS

Administrative Support

Logistics Coordination

LANGUAGES

Hindi English
Fluent Fluent

INTERESTS

Traveling

Cooking

WORK EXPERIENCE

Operations Assistant

Safexpress Pvt Ltd

Mar-2025 - Present

hyderabad

As an Operations Assistant at Safexpress Pvt Ltd, I provided crucial administrative and logistical support. My responsibilities included managing daily operations, coordinating with various departments to ensure efficiency, and maintaining operational records. I improved workflow processes, optimized resource utilization, and contributed to a cohesive team environment by communicating effectively with colleagues and management.

EDUCATIONS

Masters of Computer Applications

L N Mishra College of Business

Jul-2019 - Jun-2022

BCA

MPS SC COLLEGE MUZAFFARPUR

Jul-2013 - Jul-2016

Intermediate 12th

L p shahi intermediate college pathai

May-2010 - May-2012

10th

SKKSD HIGH SCHOOL JAINTIPUR

May-2009 - May-2010

76

56

58