

RESUME

RAJOO YADAV

VILL- Ahladpur /POST-BAHERI, DIST.-GHAZIPUR

(UTTAR PRADESH)-233223

Mob No.:- 7318633241

E-MAIL:- rajooyadav104@gmail.com

CAREER OBJECTIVE:

Looking for a challenging position In Transpiration Logistics **Operation Booking .Delivery, where** I can make effective use of experience, knowledge and skills for the growth of the organization and for personal growth as well.

Professional Experience: - 10 Years of Experience

- Working with TCI Freight (Transport Corporation of India Ltd). Joined as Assistant operation on **Feb- 2016** and being on-roll from as an Assistant operation and currently working as a **Supervisor** having responsibility of Branch In-charge sine last 10 years.
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COMPUTER KNOWLEDGE:

- Basic knowledge of Computer Software.
- Skilled on MS Office tools, ability to work with Spread Sheets, Word Processing application Expertise on logistic software, Oracle Mode ERP

KEY STRENGTHS:

- Learning new things.
- Good communication skill
- Very flexible to work with new team/place.
- Comprehensive problem solving abilities.

WORKED AS AN ASSISTANT FROM Feb'2016 to Feb'2018

- Handling Booking & Delivery at Kharagpur, Branch in West Bengal
- Following the instruction given by department head.
- Preparing the monthly business report of the month.
- Preparing customer MIS REPORT.
- Follow up with fleet master/vendor and Market for all India route.
- Preparing weight loss adjustment report monthly wise.

WORKED AS AN ASSISTANT:& Marketing 1 Years in HOWARAH KOLKATA (Apr--2019 to Apr-2020):

- Handle all operational work at DANKUNI (KOLKATA Open new Branch Achievement 5-9 LAC Booking part load FTL Sunder in West Bengal
- Customer visit for good relationship & Business purpose.

- Customer meeting for business enhance and maintain ongoing business.
- Vehicle hires market for various stations on customer demand.
- Maintain good relationship with Vendors & Market Brokers.
- Attend every month end meeting & discuss for business & customer problem along with our Zonal Manager and team Member.
- Handle Branch Level Account
- Customer prospecting, submitting quotation and Tender, finalization of rates and Tender, attend Rate negotiation meeting with customer.
- POD submit to customer with duly signed at end of the month.
- Follow up with customer for old outstanding.
- Constantly achieving business target given by corporate office.
- Handle all operation warehouse inbound/ out bond /store in charge
- Marketing as a Howrah Branch, Kolkata & Add a new customer, Business Growth 15 LAKH

WORKED AS BRANCH IN- CHARGE (KOLKATA) W.B Jun-2021 To AS SUPERVISOR (GURUGRAM) HR May-2025 to till Date:

- Work responsibility is almost as same as mentioned above points.
- Focus for both inbound & outbound movements of key customers and interact with its all departments for the enhancement of the business.
- Customers Credibility and MIS Report as Per Customer Requirement with Analysis.
- Maintain good relationship with Customer, Vendors & Market Brokers.
- Monitoring customer outstanding and Handle Branch Level Accounts.
- Support in Internal Audit. Branch level market lorry Rate ,Daily Basis Money receipt ,local lorry hare collection Vendor Market Rate checking

EDUCATIONAL QUALIFICATIONS:

- 10th passed from up Board Allahabad 2010
- 12th Passed From UP Board Allahabad 2012

HOBBIES:

- Reading books.
- Listening to music
- Learning new things and meeting with new people.
- Visiting new place.

PERSONAL DETAILS:

Name : RAJOO YADAV
 Mobile ; 7318633241
 Date of Birth : 10.03.1995

Sex : Male

Marital Status : Married

Nationality; Indian

Language Known : Hindi, English, Bengali

Permanent Address : VILL-Ahlapur /POST-Baheri, DIST.-Ghazipur (UTTAR PRADESH)-233223

Acknowledgement: I hereby declare that above information given by me are true to the best of my knowledge.

Date

Place :

Signature