

CURRICULUM VITAE

Rakesh Kumar

Village Amned, P/O Bharthian,

Tehsil & District Hamirpur, Himachal Pradesh – 177029

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Career Objective

To work as a key player in Logistics Operations and Accounting, aiming for a challenging position where I can apply my skills in an organization that provides motivation, growth opportunities, and extensive work exposure—adding immense value to my responsibilities.

Key Skills

Finance & Accounting: Handling all accounts operations, external/internal audits, and compliance.

Logistics & Operations: Expertise in dispatch, delivery, warehouse management, and PAN India logistics activities.

IT Tools: Proficient in SAP, WIMS, Netterm, Oracle, Tally ERP 9, Propel, MS Office (2003–2010).

MIS & Reporting: Daily, weekly, and monthly reports, financial analysis, and operations dashboards.

Team Leadership: Leading cross-functional teams, staff training, customer coordination, and vendor management.

Multilingual communication: English, Hindi, Punjabi, Haryanvi, Pahari.

Work Experience

Safexpress Pvt. Ltd., Jaipur (Sep 2025 – Present)

Executive – Logistics & Operations

- Coordinating with premium clients such as JCB India Ltd., Mahindra & Mahindra SBU & Tractor Unit, Bosch Ltd., CSD Govt. Stores.
- Monitoring and tracking arrival/dispatch of goods with GPS systems.
- Preparing and submitting daily MIS, inventory, and utilization reports.
- Managing warehouse audit, security procedures, and timely deliveries.
- Resolving customer complaints and ensuring smooth operations.

Scorpion Group (S4 Regional Office), Coimbatore (Aug 2022 – Aug 2025)

Accounts & Finance Manager

- Managed accounts payable/receivable, bank reconciliation, GST & TDS returns, fund/cash flow, and balance sheet preparation Surrounding Branches Handling.
- Conducted internal audits, staff training, and team handling across branches.
- Prepared financial budgets, quarterly/annual closings, and reconciled ledgers.
- Oversaw operations: dispatch, delivery customer coordination, driver & labor management.

Sugam Logistics (Nepal) Pvt. Ltd. (Jul 2021 – Aug 2022)

Internal Auditor – Accounts & Operations

- Conducted internal audits, reconciliations, and MIS reporting.
- Supervised logistics operations, dispatches, and customer support.
- Competent Automobiles Co. Ltd., Hamirpur (Jan 2020 – Jun 2021)
- Senior Accountant
- Managed accounting functions, vendor reconciliations, and tax compliance.
- Left due to COVID-19 disruptions.

Okara Roadways (Regd.), Delhi (Nov 2018 – Dec 2019)

Branch In-charge Cum Traffic Operation.

- FTL (Full Truck Load) & PTL (Part Truck Load) Operations
- Vehicle Scheduling & Route Planning
- Freight Cost Negotiation
- Vendor & Transporter Management
- Customer Coordination & Service Delivery
- Documentation (LR, E-waybill, POD, Billing)
- MIS & Reporting
- Managing FTL consignments across multiple regions, ensuring timely pickup, transit, and delivery.
- Coordinating with drivers, fleet owners, and transporters for vehicle placement and scheduling.
- Monitoring vehicle movement through GPS and updating customers on real-time shipment status.
- Negotiating FTL freight rates with vendors to optimize costs.
- Ensuring proper documentation (LR, invoice, e-waybill, POD) for all FTL movements.
- Handling customer escalations regarding FTL delivery delays and resolving issues efficiently.
- Analyzing freight utilization, minimizing empty returns, and improving vehicle turnaround time

Om Logistics Ltd., Bangalore (Apr 2012 – Oct 2018)

Area Auditor – Logistics

- Audited branch operations, reconciliations, and logistics activities across PAN India.
- Coordinated with customers and ensured compliance with organizational procedures.

Academic Qualification

B.Com (Commerce) – Jaipur National University, 2013

Higher Secondary (12th) – Govt. Sr. Sec. School, Tal, H.P. Board, 2008

Technical Expertise

Operating Systems: Windows 98/2000/XP/7/10

ERP & Software: SAP, Oracle, WIMS, Netterm, Tally ERP 9, DMS

MS Office: Word, Excel, PowerPoint (2000–2010 versions)

Additional Skills

Strong analytical and problem-solving ability

Effective communication and negotiation skills

Adaptability, team collaboration, and leadership qualities

Personal Details

Name: Rakesh Kumar

Father's Name: Sh. Jagdish Chand

Date of Birth: 18th July 1989

Gender: Male

Languages Known: English, Hindi, Punjabi, Haryanvi, Pahari.

Permanent Address: Village Amned, P/O Bharthian, Teh. & Distt. Hamirpur, H.P.

Strengths: Adaptable, responsible, team-oriented

References

Available upon request