

## CURRICULUM VITAE

### VIJAY KUMAR MISHRA

ED2/64, ADA COLONY

NAINI, ALLAHABAD

UTTAR PRADESH

PIN-211008

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### **Profile Validation:**

Total Work Exp: 19 Yrs.

### **Employment Status:**

Work Experience:**RC Group of Company**

DESIGNATION:- Admin. Manager

Salary Cash in Hand Per annum: Rs. 5,00,000/-

One time Bonus Rs 24000/-

+ Accommodation with essentials items (Utensil and furniture etc.)

Expected CTC:

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### **Objective**

At this juncture in my career, firstly I am looking for work in an organization where in the learning curve is steep and secondly where I can carve a niche for myself in the long term.

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### **Job Profile:-**

#### **IN ABC INDIA LIMITED**

□ **Start Working in Beltota Transshipment**/Warehouse and Guwahati Booking Branch as assistant from 09 October 2003 to 07 August-2006 learn all activity of Warehouse / Booking & Transshipment.

(a). Rout adjustment

(b). Weight Adjustment

(c). Safe Handling / Stacking

(d). Arrange vehicle from market for various location

(e). Placed Vehicle to Directly clients warehouse for Loading

(f). Material packing Improvement

#### □ **Working in IN ABC INDIA LIMITED**

**Dhaligaon(Assam)** from 08 August 2006 to 01 March-2007

(a) Learn activity of Assam Transitpass .

(b) Looking daily basis delivery , collection of branches under Dhaligaon controlling.

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**Working in IN ABC INDIA LIMITED**

**Silchar (Assam)** as Branch Supervisor from 02 march-2007 to 08 march-2011 taken charge of Controlling accounts and support to our Controlling Manager in marketing.

- (a). Collect recommendation letter from client to increase our business (Delivery)
- (b). Monitoring of customer delivery performance.
- (c). Handle Cash
- (d). Making Cash Bank Statement/BRS/MIS/Billing

**Working in IN ABC INDIA LIMITED**

**Siliguri (WB) (controlling. Office )** as Sr. Branch Supervisor from 09.March-2011 to 28 - August-2013

- (a). Responsible for all over system related Branch Activity
- (b). Handle & control operation team for the smooth functioning
- (c). Followup with Branches for Booking , timely dispatches and delivery
- (d). Negotiate price and service level with customer
- (e). Managing logistics operation involving co-ordination with transporter and other external agencies to achieve seamless & cost-effective transport solution.
- (f). Placement of vehicle directly client warehouse and our Godown (TPT. Point)

**Working in IN ABC INDIA LIMITED**

**Delhi Project office** as accounts Officer from 29 August -2013 to 31.03.2018

- (a). Handle Cash/Zonal Accounts
- (b). Making Cash Bank Statement/BRS/MIS/Billing
- (c). Design and Develop proposals, quotation for the prospective customers
- (d). Maintain the outstanding report & profitability of the branch
- (e). Make deduction note for transporter if any damages
- (d). Prepared budget variance for current year & budget target for next year
- (f). Prepared Business report
- (g). Handle clients for north East covered area.
- (h). Maintain trip sheet of company vehicle (Axle & PM) and taking expenses from Driver during Movement.

**Working in Gati KWE at Allahabad as GA , from May 2018 to December 2019 ,** Looking Booking and delivery in specially allocated location in Allahabad,

**Now Working in RC Group of Company at Haridwar , from 27 February-2020 to Continue..**

Posted as Manager – Admin. I controlled Adya Logistics Pvt India Ltd, RL Motores, 2 Cold storage( Roorkee Cold Storage Pvt. Ltd and Ruchika Cold Storage ), Visit to clients for achieve our business target, 3 Solar plants( RC Energy/Rajesh Kumar Singh Solar Plant/ Chanchal Singh Solar Plant) and 1 Agriculture farm Handle all administrative work/activity of cold storage like In coming /outgoing stock maintain and timely safely delivery of material to clients, Placement of Vehicle, Billing , Payment realization and proper daily accountability of all activity, Loss profit , budget variance and final data provide to CA to prepared the TDS Challan, GST Challan and balance sheet timely,

**QUALIFICATION**

- Intermediate from UP Bord 2<sup>nd</sup> Div.

**Strength**

- Ability to handle the team in good manner and understand the needs of people.

- Good learner and listener. Able to understand the things very quickly.
- Use to put all my best efforts for getting maximum results.
- Having leader skills as I have lead my team in various events.

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**Technical skill**

- Operating system (Window 10 & Window 11).
- Microsoft office suit (MS Word, MS Power Point, Excel & Basic knowledge).
- Internet, Fast track & Basic Tally ERP9, Tally Prime.

**PERSONAL PROFILE**

**Date of Birth:** 15<sup>th</sup> June, 1983

**Father Name :** Shri Bhagwan Prasad Mishra

**Language:** English and Hindi

**Marital Status:** Married

**Nationality:** Indian

**Place:** Naini, Allahabad ,  
**Date:**

**Vijay Kumar Mishra**