

SANJAY KUMAR MEENA

Phone: 8890055564 | Email: indiatech261@gmail.com | Location: Ahmedabad, Gujarat

Career Objective

Experienced Logistics Clerk with 3 years of experience at VRL Logistics Ltd, skilled in clerical operations, LR entry, billing, basic accounts handling, vehicle management, and customer coordination. Seeking a Clerk / Operations Executive role in a reputed logistics/transport company where I can contribute to daily operations and grow professionally.

Work Experience

Clerk / Operations Assistant – VRL Logistics Ltd, Ahmedabad (01/06/2023 – Present)

- LR Entry, Billing & documentation
- Customer calling and delivery coordination
- Basic accounts handling & cash support
- Vehicle management & driver coordination
- Loading/unloading supervision
- Daily office records & filing

Education

B.A. – 2020

Skills

Clerical Operations, LR Entry & Billing, Accounts Support (Basic), Vehicle Coordination, MS Excel (Basic), Computer Operations

Languages

Hindi, Gujarati, English (Basic)

Availability: Immediate