

CURRICULUM VITAE

VIJAY KUMAR MISHRA

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Career Objective: -

To work in an organization where I can best utilize my talent and skill to work up to the full satisfaction of my seniors My job in **Ruchika Cold Storage (a Unit of Roorkee Cold Storage Pvt. Ltd)** is in the field of Transportation, Warehousing/Cold Storage and I am working as a Admin Manager. My aim is always to Attain pinnacle at the organization where I serve and to attain this I always work hard, for which I'm getting regular recognition from the organization where I'm working at present. My main achievement so far has Booking/Delivery/Sales & Marketing/ Accounting also.

Work Experience----- >> More than 20+ Years

Employment Status:

Work Experience: **Ruchika Cold Storage (a Unit of Roorkee Cold Storage Pvt. Ltd)**

DESIGNTION:- Admin. Manager

Salary Cash in Hand Per annum: Rs. 5,24,000/-

Accommodation provided by Company

Expected CTC: As Negotiable

Current Job Profile:-

□ Now Working in Ruchika Cold Storage (a Unit of Roorkee Cold Storage Pvt. Ltd) 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, Visit to branch/unit under controlling to verify and checking branch working activities and report to Managing Director.

Past Experience→>

IN ABC INDIA LIMITED

□ Start Working in Beltota Transshipment/Warehouse and Guwahati Booking Branch as assistant from 09 October 2003 to 07 August-2006

- Service coordinator of express distribution,
- Coordinating the material flow of different products from different units across India,
- Maintaining service level as Arrival Service Level (ASL), Delivery Service Level (DSL) and Arrival Booking Service Level (ABSL),
- Receipt & Dispatch of stocks our Online Software.
- Data Entry to update stock reports.
- Warehouse Management System.
- Vehicle Placed within Hour as per Customer requirement.
- Checking proper loading & Unloading condition.
- Checking proper document. (Invoice, Consignment Note, Manifest & Lorry Hire Contract, e-way bill.)
- Arrange the materials delivered at proper delivery point with proper Escort.
- Checking all costing of operational works. (Lorry Hire, Loading Exp, Unloading Exp at site & Escort Exp.)
- Maintaining physical stock of Godown & verification (PTL Booking)
- Sales & Marketing, Rates Contract participation, Negotiation, Finalization

□ **Working in IN ABC INDIA LIMITED**

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

- Receipt & Dispatch of Stocks with physical verification
- Data Entry to update Stock Reports
- Inventory recording & Warehouse maintenance
- Record keeping of Transit Pass/Way Bill/Delivery Reports
- Preparation of Daily Reports/MIS
- Perfect accounting as per Company system & Program.
- Ever, In present of Manager, Seeing all official activity.
- constantly touch with the market clients for business

□ **Working in IN ABC INDIA LIMITED**

Silchar (Assam) as Branch Supervisor from 02 march-2007 to 08 march-2011

- Booking & Delivery of Cargo
- Computer Operations/IT • Billing freight & follow up for realization
- CBS Punching, Try balance Sheet (As a accountant)
- Approaching to the clients for collect the recommendation and related information with query.
- Project works under the contract 24 BRTF, Project Pushpak, Nagatilla Silchar .
- Looking Air cell/Air tel/ and BSNL Project works ;like delivering of BTS and other instruments

□ **Working in IN ABC INDIA LIMITED**

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

- Responsible for all over system related Branch Activity
- Handle & control operation team for the smooth functioning
- Follow-up with Branches for Booking , timely dispatches and delivery
- Negotiate price and service level with customer
- Managing logistics operation involving co-ordination with transporter and other external agencies to achieve seamless & cost-effective transport solution.

- Placement of vehicle directly client warehouse and our Godown (TPT. Point)
- Visit to branch under controlling to verify and checking branch working activities and report to Zonal head.

□ **Working in IN ABC INDIA LIMITED**

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

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

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

QUALIFICATION

□ Intermediate from UP Bord 2nd Div.

Strength

- Ability to handle the team in good manner and understand the needs of people.
- Good learner and listener. Able to understand the thinks 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.

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: 15th June, 1983

Father Name : Shri Bhagwan Prasad Mishra

Language: English and Hindi

Marital Status: Married

Nationality: Indian

Place: Naini, Allahabad ,

Date: 13-Jan-2026

Vijay Kumar Mishra