

Curriculum Vitae

Mukesh Kumar

Location: Delhi, India.
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Career Objective

Ambitious Operations Executive with 2+ years of experience in logistics and supply chain management. Proven track record in MIS reporting, inventory control, and vendor management. Looking to leverage my analytical skills to drive operational efficiency at LM Road Carrier.

Experience

A complete professional experience in:

- **Operations Management.**
- **Logistics Management.**
- **Data Reconciliation.**
- **Client Management.**
- **Team Management.**
- **Inventory Management.**

Job Profile

LM ROAD CARRIER TRANSPORT | Operation Executive

Sep 2023 – Present

- As Operation Executive I take care of documents parts like order Details, Payment receipt, return invoice &
 - Goods Receipt.
- Handling operational documentation such as order details, payment receipts, return invoices, goods receipt notes (GRN), LR/GR copies, and delivery challans.
- Coordinating daily logistics operations, including transportation planning, dispatch scheduling, warehousing coordination, and inventory control.
- Tracking inward and outward movement of goods and ensuring timely dispatch and delivery.
- Daily coordination with transporters and logistics team regarding vehicle placement, route planning, and consignment status.
- Monitoring shipment tracking and following up for Proof of Delivery (POD).
- Successfully managed and recovered outstanding payments worth lakhs, reducing pending dues by 20%.

- Preparing and maintaining MIS reports in Excel such as pending stock, dispatched consignment details,
- Delivery status and outstanding payments.
- Coordinating with PAN-India clients for freight bill payments and resolving operational or delivery-related issues.
- Coordinating with suppliers, transport companies, and warehouse staff to ensure timely loading, Unloading and delivery of materials.
- Maintaining inventory records and performing physical vs. system stock reconciliation.
- Identifying shortages, damages, and discrepancies and reporting them to management.
- Ensuring FIFO (First in First Out) process in inventory movement.
- Preparing logistics performance reports and operational metrics for senior management.
- Supporting management in improving operational efficiency and ensuring adherence to company SOPs.

Logistics & Operations Skills:

- Logistics Coordination & Shipment Tracking
- Inventory & Warehouse Management
- Warehouse Operations.
- Dispatch & Delivery Monitoring
- Freight Billing & Payment Reconciliation
- POD Management
- Vendor & Transporter Coordination
- Route & Vehicle Planning (Basic)
- Operational MIS & Reporting

Technical & Soft Skills

- **Technical** - Ms Excel, V-Lookup, Pivot Tables, Ms Word, Data Analysis & Reporting, Mail Merge, and English Typing.
- **Logistics** - Shipment Tracking, Warehouse Operations, Vendor Coordination, Route Planning.
- **Soft Skills** - Problem Solving, Team Coordination, Communication & Negotiation, Attention to Detail.

Strengths

- Smart working, self-confidence, Quick learner and ability to work in under pressure.
- Highly adaptable and resilient in fast-paced, changing environments.

Educational Qualification

- B.A (HONS), UNIVERSITY OF DELHI (SOL)
- Scored 72% with excellent SGPA in each semester. 2016
- INTERMEDIATE, SARVODAYA VIDYALA CO-ED SSS NO-3 SHAKTI NGR DL
- Scored 65% marks in Arts stream and passed with distinction

Personal Information

Father's Name : Mr. Kamlesh Kumar
Name : Mukesh kumar
Date of Birth : 22/02/1998
Languages known : English, Hindi
Gender : Male
Marital Status : Single
Nationality : Indian
Hobbies : Bike Riding & Watching Movies
Mobile No. : 8076413835

Address

Present Address : H.no-923, Street no-08, B-block, Babacolony, BurariDelhi-110084

I hereby declare that all the details given above are true to best of my knowledge and

Belief. DATE:

Signature

PLACE: (Delhi)

Mr. Mukesh Kumar