

## **CURRICULUM – VITAE**

### **AMIT KUMAR**

**Address:-** V.p.o. Chudina, Teh. Buhana, Destt.  
Jhunjhunu, (Rajasthan) 333515  
**Mob No: -** +918059340478 ,9416743487  
**E-mail Id: -** amit.kumar340478@gmail.com

### **CAREER OBJECTIVE**

- ✓ To contribute 100% of my ability to fulfill the requirement of the organization and learn skills Which is helpful in my personal growth.

### **Working Experience**

- ✓ **Working as a OA ( Operation Assistant ) in M/s SAFEXPRESS PVT LTD From Dec 2018 to Nov 2020 in Bhagola, Faridabad .**
- ✓ **Working as a OA (Operation Assistant) in M/s Spot-on Logistics Pvt. Ltd. From Dec 2020 to Feb 2022 in Ambala, Haryana.**
  - Looking for Transshipment operation during morning & night shift where we need to connect consignment from our hub to PAN India.
  - Unloading & loading of the consignment.
  - Cross check all the required documents like our waybill, invoice copy & E-waybill if applicable.
  - Cross check of the weight of the consignment if required, so that revenue of the company can increase.
  - Connect the consignment within 12 hours of its arrival.
  - Taking stock of consignment after every 24 hour .
  - Warehouse management & floor management .
  - Resolve short -excess issue .
  - Arrangements is market vehicle. And check All Applicable Documents
  - Handle labour & driver of vehicle time to time.
  - Handle deliveries in local area during morning shift.
- ✓ **Working as OS (Operation Supervisor) in M/s Associated Road Carriers Limited Since March 2022 For Booking & Delivery Process**
  - Coordination with Delivery Vendors For on Time delivery.
  - Handling customer inquiry and solving their problem through phone or E- mail.
  - Checking of All Operational documents Like Docket, Invoice and E-way bill.
  - Maintain on Time Loading and Unloading to ensure on time Departure.
  - E-waybill extend, Transporter ID Change, Consolidate E-waybill Etc.

- E mail and Follow-up for Short, Excess and Damage.
- Placing Vehicle Direct Party and up-to Nearest Transshipment.
- All Operational Work Related to our System.
- All Documents Verification Before Dispatch FTL Vehicle's.

### **OTHER EXPERINCE**

- ✓ 1 Year Experience is Forklift Operator

### **PROFESSIONAL SKILLS**

- Basic concept & terms used in logistics
- Learn process of booking & delivery.

### **COMPUTER & TECHNICAL SKILLS**

- ✓ Basic Knowledge of Ms Word, Ms Excel, Power Point, Internet Etc.
- ✓ Three Month Diploma in RICT
- ✓ NSDC course of 3 months from Narnaul, Haryana.

### **EDUCATIONAL QUALIFICATION**

- ✓ 10+2 from H.B.S.E. Bhiwani in 2016.
- ✓ Metric from R.B.S.E. Ajmer in 2014

### **STRENGTH & Key Skills**

- ✓ Self- Confidence
- ✓ Hard Working
- ✓ Good Communication Skill
- ✓ I Want to Like a Work with Team

### **PERSONAL DETAIL**

- |                   |   |                |
|-------------------|---|----------------|
| ✓ Date of Birth   | : | 18-10-1999     |
| ✓ Father's Name   | : | Mr. Kirodi Mal |
| ✓ Nationality     | : | Indian         |
| ✓ Marital Status  | : | Unmarried      |
| ✓ Sex             | : | Male           |
| ✓ Languages Known | : | Hindi, English |
| ✓ Salary Expected | : | Negotiable     |
| ✓ Religion        | : | Hindu          |

**Date**

**( AMIT KUMAR )**

**Place**

