



PROFILE -OPERATION MANAGER

NAME: **BIJAY KUMAR RAI**

EMAIL: bijayrai100@gmail.com

CONTACT NO.: 9163744481/9681795221

ADDRESS 56/2 Kabi Madhusudhan Dutta Road, Canttonment Gorabazar

PIN: 700028

CAREER OBJECTIVE:

Looking for challenging career, which offers ample scope to learn and use my skills in the industry and enhancing my competence in service.

ACADEMIC QUALIFICATION:

Year	Examination	Institute	Board/University	CGPA/%
2012	B.A(Bachelor of Arts)	JAI PRAKASH UNIVERSITY	J.P.V (CHAPRA)	64 %
2008	Higher Secondary	DUM DUM AIRPORT HINDI HIGH SCHOOL	W.B.C.H.S.E	49.50 %
2006	Secondary	DUM DUM K L S HINDI SCHOOL	W.B.B.S.E	50 %

CORPORATE SOCIAL RESPONSIBILITY

- Actively involved in Plantation of Tree and other Projects for the benefit of society

EXPERIENCE OF WORK:

1. Currently working as a Area Manager East in Elastic Run (Velocity)

*Verified vehicle papers like permit, fitness, tax and so on before placement of vehicle & ensured condition of vehicle .

*Managed entire operations FTL & PTL movement of the Trucks.

*Planned, organized, coordinated and monitored transportation & movements of a fleet .

*Managed entire East Train operations Like :- Door to Door & Port to Port Delivery (B2B Mile mile)

2. Working as a Area Manager in Elastic Run .(FMCG)2021-2022 Till February

*Managed Rural & Urban distribution (West Bengal)

3. Worked as Station Manager in Elastic Run (Amazon) 2019-2021

* Planned, organized, coordinated Amazon Indian largest branch (CCUJ&KOLC) monitored 250+ Manpower and 80+Vehicles transportation & movements .

4. Worked as a Associate Station Manager in Elastic Run (Amazon) 2018.

*First mile, Last mile, Inventory, Adhoc handling, routes planning and other operational works.

5. Worked as Team Leader in Elastic Run (Amazon) 2017.

*Managed delivery of all shipments as per company norms while adhering to quality measurement and cash collection / deposits in Account Dept.(North kolkata)

6. Worked as Operational Executive in ELASTIC RUN 2016.

*Station Opening, Routes planning, loading, Physical Stock reconciliation, Cash deposition, Picking,Cash collection, Remittance creation attendance Station closing (South Kolkata)

7. Worked as Associate with GATI & GATI KWE.Pvt.Ltd in 2012-2016.

Verified vehicle papers like permit, fitness, tax and so on before placement of vehicle & ensured condition of vehicle.

* Managed entire operations related to FTL movement and Relay based movement of Trucks.

* Checked fuel in vehicle as per company norms and assigned driver for trip; monitored driver availability & attendance of 125 drivers.

*Planned, organized, coordinated and monitored transportation & movements of a fleet of trucks. Resolved any operational issues and responded to all customer complaints / queries timely and efficiently

8 * Worked as CCE Operator with T.M PVT.LTD .IN RELIANCE (U.P. EAST) in 2011.

EXTRA CURRICULAR ACTIVITIES& HOBBIES:

8. Computer Operating, Listening Music

LANGUAGES KNOWN:

- **English**
- **Bengali**
- **Hindi**

KEY SKILLS :

- **Software skills: Operating Systems: window Designing tools: Office 2003,2007,2010 --- MS Access, Excel, Word Functional Skills: Planning, Management, Execution * Planning of timing, delivery and resources * Management of resources, utilization, Cash handling and others * Execution of planning , management and Reporting**

PERSONAL INFORMATION

Name – Bijay Kumar Rai

Father Name – Sri Hari Rai

Status – Married

DATE OF BIRTH – 06/02/1988

DECLARATION

I consider myself familiar with working in a competitive industry. I am also confident of my ability to work in a team as well as of my leadership qualities.

I hereby declare that the information furnished above is true to the best of my knowledge.

*Thank you
Bijay Rai*

