

# **RESUM**

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## **CAREER OBJECTIVE**

To make a responsible entry into an organization for bright future I can apply, and improve my knowledge and skills to contribute to dynamic and growth-oriented organization and to serve as valuable assets for the organization.

## **WORK EXPERIENCE - 6.5 Years**

### **Now Working with sugam parivahan Pvt.Ltd**

#### **noida**

From -03Nov.2016 to.... (NoidaH.O)

Designation: Sr. Executive.

#### **Job Responsibilities.**

Ledger Scrutiny&Branch Audit

Operating and resolving all Branches Queries Relate accounts and Operation.

Weekly Ledger Scrutiny Like Fright, expense, Cash Ledger, Bank

Responsibility of 25 branches.

Prepare quarterly expenses over head report.

Prepare monthly IOCL reconciliation.

Prepare half yearly staff advance & staff Impressments.

To incorporate all expenses in the books of account.

Arrange funds and fund management.

Monitoring budget, bill deduction & Claim settlement.

Reconcile all voucher entries.

Payment to Suppliers&Vendors as per the terms of Contract and take caution in risk management.

Scrutiny& reconciliation of Sundry debtors.

Cash management and follow-up of Outstanding

### **Work Experience -2.8 Year**

#### **Working with Shiv Sakhati Cargo from 15 Jan 2014 to 25 Oct.2016**

#### **Designation :-Assistant Branch Manager.**

Supervise & ensure to complete day to day branch operation activities.

Monitoring of operation activities like loading & unloading and placing Local vehicle

Observing Booking and Delivery activities.

Vendor development for future requirements.

Monitor and manage the transportation network. ownership for demand & Supply process and making sure the customer receives the order in time

Reduce the transit time and contribute to the overall TAT reduction.

Continuously reduce cost and improve vehicle utilization.

Schedule deliveries and pick-ups and optimize routes and processes.

Regular visit to booking and delivery customers.

Prepare client proposals, follow up ,negotiate and convert opportunities into business.

Ensuring on time vehicle placement and deliveries.

Good understanding of Local Market & target industries

Effective planning & management of resources and ensuring achievement of agreed business targets.

Maintain communication between the branch and management by preparing weekly, month-end reports regarding operations and productivity.

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### **ACADEMICQUALIFICATION**

*B.Com from M.G.S.University Bikaner  
10+2 from Rajasthan Board Ajmer  
10th from Rajasthan Board Ajmer*

### **Professional Features:**

*Good communication and presentation-skills.  
Willing to face new challenges and hardworking  
3.Soft-spoken, well-mannered, self-started with being used attribute.*

### **Strength**

*Hard Working  
Teamwork  
Willingness to learn  
Proper analysis on the basis of comparison.*

*PERSONAL :: Name :: Vikas Kumar Sharma  
Father'sName::Shri Ratan Lal  
Sharma Date of Birth ::21.01.1992  
Marital Status :: married*

*DECLARATION::I here by declare that all the above mentioned details are correct to the best  
of my knowledge.*

*DATE ::*

*PLACE :: Taranagar*