

# Pardeep Kumar

9812266057

[pardeepdadhichi@gmail.com](mailto:pardeepdadhichi@gmail.com)

## **Career Objective:**

Seeking a challenging position in a growing organization that would offer me ample prospects for continuous improvement, both personally and professionally and to enhance co-operative objectives of the company.

## **Educational Qualification:**

Examination	Session	Institution	Board/Univ.
M.A	2011-2013	Rajasthan University	Rajasthan University
B.ED	2010-2011	Saraswati College of Education	Kurukshetra University
B.A	2007-2010	S.S.SKT. College	Kurukshetra University

## **Technical Qualification:**

Operation Systems	Windows-XP/7/8,10
Office Automation Tools	knowledge of MS Office & e-mail
Professional Courses	ERP (Market Module), LMS

## **Experience:**

- TCI Freight (Transport Corporation of India LTD) as a Sr. Supervisor (Aug-2011 to 25-Jul-2018)
- Delhi Gujarat Fleet Carriers Pvt. Ltd (DGFC) as a CCD Officer at Navi Mumbai (Aug-2018 to Nov-2022 )
- Casby Logistics Pvt. Ltd. As a Branch Manager at Jamnagar (GJ) Dec-2022 to 15 Sept 2023)

## **Professional Skills:**

- All operations activity in Branch like Booking, Delivery, Customer handling, MIS and Vehicle engaged from market, cash management, Payment follows up with customer.
- Analysis of Reports Including Not Billed, Outstanding & Overdue of Payment.
- Generate Invoices & Submitted to Customer. Cash & Bank Reconciliation in ERP.
- Claim follow up. Payment Settlement.
- Customer Visit If Required on Monthly Basis. Customer payment ledger verification on monthly basis.
- Independently handling, assisting the customer to determine problems and provide resolutions on any issues & service problems, escalations, assess customer's needs.
- Provide safety training to the Drivers.

**Strengths:**

- Good Communication skills. Committed to work.
- Quick learner
- Decision-making skills
- Goal Oriented, Result achiever
- Self – Motivated
- Excellent People Management.

**Personal Details.:**

**Father Name** . Sh. Mahender Singh

**Date of Birth** . 03-Jan-1988

**Marital Status** . Married

**Permanent Residence.** House No 152 Ward No. 02 P.O. Kherati-Khera Dist.

Fatehabad (HR) 125050

Declaration:

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

Place:

PARDEEP KUMAR

Date:

(Signature)