

Mr. Nandan Kumar

Mobile:+918950588954

Email:nandankumar360@gmail.com

Work Experience	: 7+ years
Skills	: <u>Logistics/Warehousing/Transporting/CSE</u>
Industry	: Logistics /Transportations
Current Employer	: Express Roadways PVT LTD.

CAREER OBJECTIVE: A position of a Project operations personal in one of the most progressive and renowned organization where I can have a chance to execute my skills & innovative techniques plus an opportunity of learning and getting an exposure in the various new facets of project.

❖EMPLOYERDETAILS:-

Express roadways pvt ltd integrated logistics Pvt Ltd –HYDE

Fleet Executive from 18 DEC 2022 to Present

- Trip Audit and loss prevention (fleet office)
- Check Vehicle inspection & Document inspection
- To ensure Point to Point transit time of the vehicles by ensure no unscheduled dstoppage
- To coordinate with operations and planning control team for the placement of vehicle at client locations.
- Check Vehicle & Driver Account Settlement – Trip Settlement
- Check To maintain the database of drivers forhiring
- Check Vehicle Maintains as per schedule
- MIS Preparation as per requirement

Geofast Pvt LTDAs a Branch InchargeFrom April 2020 to Mar'21.

- Responsible for overallOperation of Branch
- Responsible for ON time Arrival & Departure of vehicle.
- Day-wise report i.e. Daily truck dispatch report, Vehicle TrackingReport.
- To coordinate with client (Company and Market- both point loading &Unloading)
- Driver arrangement tovehicle & Training of thedrivers
- Vehicle & Driver Account Settlement – Trip Settlement

- Vehicle inspection & Document inspection
- To ensure Point to Point transit time of the vehicles by ensure no unscheduled stoppage
- Responsible for placement of vehicle at client locations
- Taking follow up with the running vehicle issues like break down / accident / under repair, etc
- Vehicle Maintains as per schedule.
- Responsible for overall accounts of the branch Like Cash Book, Petty Cash.
- MIS Preparation as per requirement

M/S Rajkamal Transport Delhi "From Year Dec2014 to Feb 2020."

- Responsible for overall fleet operation.
- To coordinate with client (Company and Market- both point loading & Unloading)
- Vehicle inspection & Document inspection
- To ensure Point to Point transit time of the vehicles by ensure no unscheduled stoppage
- To coordinate with operations and planning control team for the placement of vehicle at client locations.
- PAID & To Pay Booking Collection
- Responsible for overall accounts of the branch Like Cash Book, Petty Cash.
- Vehicle & Driver Account Settlement – Trip Settlement

Aegis Ltd Essar Group–Jamshedpur Senior Executive from Jan 2011 to Oct 2014

- Team Handling
- Provide training to new team members
- Preparation of MIS as per management requirement
- resolving Customer's Query
- Daily MIS Preparation

❖ EDUCATIONALQUALIFICATION:

EDUCATION	BOARD/UNIVERSITY	YEAR
B.B.A	Kolhan University	Appearing
Higher Secondary (Commerce)	B.S.E Board Patna	2007 To 2009
Matriculation	B.S.E Board Patna	2005

❖ COMPUTERKNOWLEDGE: Completed a six-month DCA Course and knowledge of ms-office, (word, Excel, power point and another software

knowledge ERP,).

- ❖ **STRENGTHS:** Quick Adaptation, work well in group situations and have experience in a Leadership role, self-motivator, willingness to learn, accept flaw and correct it, Typing speed of 40 wpm.

PERSONAL DETAILS:

Name	:NANDAN KUMAR
Father's Name	:Mr. Mukund Kumar
Date of Birth	:19 th February, 1990
Nationality	:Indian
Religion	:Hindu
Gender	:Male
Marital Status	: Married
Languages Known	:English, Hindi & Maithili, Bhojpuri
Permanent Address	: S/o, Mr. Mukund Kumar.
H.No. 138, Dimna Road, Mango,	Jamshedpur, Jharkhand

Declaration:

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

(Nandan kumar)