

**Manoj Kumar Pandey**

**Email: manojpandeyeita@gmail.com**

**Cell: - 9860124136**

## **Resume**

### **CAREER OBJECTIVE**

Seeking a challenging career with an establishment which helps me to utilize my skills for its organizational goals and also provides sufficient scope for personal and professional development.

### **PROFILE & BRIEF PROFICIENCY**

- Result oriented.
- A highly creative, dynamic and proactive individual with ability to excel in fast-paced, time-sensitive environments.
- Excellent team player with ability to work consistently towards attaining goals and targets.
- Focused and hardworking, self motivated and team oriented with excellent communication and inter-personal skills. Attention to detail and capability to switch to allied or varied technologies depending on project requirements.
- Excellent comprehensibility, perfectionism, learning eagerness and open-mindedness to new ideas.

### **EDUCATIONAL & PROFESSIONAL DEVELOPMENT**

- **Bachelor of Education (B.com)** Purvanchal University Prayagraj. **Percentage:** 65.20%
- **Senior Secondary Examination 1992** Board of Secondary Education, Allahabad (UP)  
**Percentage:** 78.77%

### **Computer Education:**

- **Computer Fundamentals and Tally 5.4**

## **PROFESSIONAL EXPERIENCE:**

- M/S Associatiated Road Carriers Ltd Since 1994 to 2006 as a cashier at vapi.
- M/S Surat Goods Transport Since 2006 to 2011 as a Sr Manager at New Delhi.
- M/S East India Transport Agency Pune since .2011 to 2018 Area Manager- Operation& Admin
- M/S Fortigo network Logistics Pvt Ltd from 2018 to Aug 2019 Branch Manager & Operation.
- Currently working with M/S Inland world logistics Pvt Ltd From Sep 2019 to till date as Branch Manager.

## **Job Profiles**

- Preparing Customer wise MIS Reports on daily basis such as delivered / undelivered report, outstanding etc.
- Preparing CBS (Cash and Bank Statement-Cash Department) for accounting company expenses.
- Fulfilling Management requirement reports.
- Coordinating with all dept like (Audit, Sales, HR, and Credit Control, CS etc.) system related.

## **Personal Information.**

Name : Manoj Kumar Pandey  
Date of Birth : 01.01.1978  
Gender : Male  
Nationality : Indian  
Languages Know : Hindi & English  
Hobbies : Playing Chess & Cricket  
Permanent Address : Plot No 137 A Sec No 12 Noida  
Dist GB Nagar (UP)  
Contact No : 9860124136.

## **DECLARATION**

I hereby declare that all the above mentioned information and details are true to best of my knowledge and ability.

**Date :**

**Place : Pune**

**Manoj Kumar Pandey**