

Pardeep Kumar

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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)