

JOGINDER SONI
VPO- BHANKHARI
DIST - MAHENDERGARH
HARYANA- 123001
Email Id- joginder.soni0@gmail.com

Objective:—

"To work with an organization where I can prove my abilities. My aim is to grow with the company and contribute fullest on my part in the acceleration & growth of organization".

JOB PROFILE: -

Company Fleet Handling
Operation, (Ware House Handling & Material Dispatch)
Traffic - Arrange Lorry from market as per the requirements.
Booking & Delivery
Document Prepared - LR, MR, Challan, Lorry Hire, Bill,
Prepare Daily Account. Maintain Account,
Data entry.
Acknowledgement follow-up and Bill Submission.
Prepare Daily Business Report & Monthly Business Reports.
Getting the payment collection from C/nor & C/nec.
Prepared MIS Report daily basis.
Building good communication & relationship with key customers.
Submit the bills to customers on timely.

COMPUTER SKILLS: -

Basic Computer Knowledge
MS Word, MS Excel, MS Power Point, E-Mail, Internet.
On Line Data Entry as per company software

PROFESSIONAL EXPERIENCE :-**1-North Eastern Carrying Corporation Ltd.**

5+ Year of Experience in the Supervisor and Cashier
Duration : 2005 TO 2010

2- Union Roadways Ltd

Duration : Worked for this company from 2010 to 2013

Designation : Branch Manager (Odisha)

3.- Orissa Bengal Carrier Pvt. Ltd.

Duration : Worked for this company from 2013 to 2016

Designation : Branch Manager (Ranchi, Bokaro, Ramgarh, Patratu & Odisha)

4.- Globe Ecologistics Pvt Ltd.

Duration : Worked for this company from 2016 to Till time

Designation : Senior Branch Manager (Ranchi, Bokaro, Ramgarh, Patratu & Odisha)

Overall 12 yrs Exp.
→ Good rapo with Market vendors.
→ CTC - 30k + 7k (room rent)
Expended - same
→ OK with Indore location
Nabine - Haryana
Working as Sr. BM

8% to 10%
1 m a m
1 cr. p m

Responsibilities:

Responsible for handling various activities in my tenure for this company. Few of them are:

Operation

Worked in sales & operations Department in the Area of Booking, Delivery, Management, Vendor Development, Traffic ETC

PERSONAL DETAILS:-

Name:

Joginder Soni

Father's Name:

Mr. Sarjeet Singh soni

Date of Birth:

04/08/1985

Permanent Address:

Village- Bhankhari

Teh.- Narnaul Dist-Mahendergarh
(Haryana) 123001

Sex:

Male

Marital Status:

married

Qualification:

BA

Other Qualification

computer application & software management

Nationality:

Indian

Languages Known:

Hindi, English, Orria , Bengoli

DECLARATION:-

Above All Said information's are true to the best of My knowledge.

Yours truly
Joginder soni
8873625555