

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 Associated 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