

PRABHAT KUMAR

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📍 Jamshedpur, India 831001

PROFESSIONAL SUMMARY

Leader with 2 years of successful Operations Executive experience within Airways Logistics. Employs organizational skills, interpersonal skills and computer data knowledge to effectively perform administrative and operational support duties with maximum impact. Consistently promotes company values and service standards for efficient office operations.

SKILLS

- Complex problem solver
- Data Analysis
- Sales Projections Preparation
- Business Planning Software Knowledge
- Accounts Payable and Accounts Receivable
- Project management
- Strong decision maker
- Strategic Planning
- Leadership Training
- Team Leadership

EDUCATION

Dav Public School
Jamshedpur • 01/2017

Matric: Commerce

KOLHAN UNIVERSITY
Jamshedpur • 01/2018

Intermediate: Commerce

KOLHAN UNIVERSITY
Jamshedpur • 01/2020

Bachelor of Commerce: Honours
in Accounts Management

CERTIFICATIONS

- Certified in Network and computer hardware, from Xavier's Techkars - June 2023.

WORK HISTORY

AIRWAYS LOGISTICS PVT LTD - Operation Executive
Jamshedpur, IN • 03/2021 - 02/2023

- Making trip expense for routes
- Doing trip settlement after completion of trip
- Making vehicles load and unload
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Handled customer inquiries and suggestions courteously and professionally.
- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Strengthened customer relationships with proactive and collaborative approach to managing needs.
- Met and exceeded service level goals to achieve standards and expectations.

ACCOMPLISHMENTS

- COMPUTER PROFICIENCY
- MS office and also have a good hand in typing
- Basic computer knowledge of excel, PowerPoint