

RESUME

ISHANK SAXENA,

19/123 Lane no. – 4 Krishna puri kirni gate Agra Road Aligarh,

Pin- 202001 U.P.

Con No.- 9997181072

Email ID- saxenaishank8459@gmail.com

Professional Summary

Having 1.6 years of experience in logistics industry.

Good work ethics with excellent communication and interpersonal skills.

Excellent motivational, leadership skills in a fast-paced environment.

Capable to delve into the new leading technologies.

Ability to work well in both a team environment and individual environment.

Work History

Working with Rivigo Services Pvt. Ltd. (From JUNE/2018 to Continue.)

Managing all warehouse activities, maintaining records of both Inbound/ Outbound with 100% accuracy.

Organizing the operational activities for connectivity of the consignment & vehicle movements.

Arranging the deliveries of the Inbound Shipment.

Coordinating with Vendors for hiring of Vehicles to different destinations negotiating the rates.

Follow up of booking shipment till getting delivered.

Coordinating with different branch for timely delivery of shipment.

Quality checking Of required documents.

Interpersonal Skills

Co-ordinate with all departments for smooth and uninterrupted work. Lead a team of employees in work.

Deal with customers for the betterment of service.

Work in various departments like inspec, supervision. Good listener and Good team Leader.

Co-operative and keen observer.

Problem solving ability

Education

PM College of education Aligarh, UP Passed with 60%.	2018
12th : Physics, Chemistry and Maths S.V.V.M. Inter college – Aligarh, UP Passed with 62%	2012
10th : R. S. Inter college – Aligarh, UP Passed with 48%	2010

Achievements

Actively participated in various sports activities for College.

Technical Skills

Proficient with Microsoft office suite (word, PowerPoint, excel)
Diploma in computer (DCA)

Personal Details

Father's Name	:-	Mr. Anil Kumar Saxena
Date of Birth	:-	20th January 1995
Language Known	:-	English & Hindi
Marital Status	:-	Single
Nationality/Religion	:-	Indian/Hindu
Interest & Hobbies	:-	Gardening, Visit new places.
Passport no.	:-	Applied

Declaration

I do hereby declare that the above information is true to the best of my knowledge.

Date :-

(Signature)

Place :- Aligarh

ISHANK SAXENA

