

Resume

Patel Nikunj Rajendrakumar.

**Adress:-C/401 radhe sarnam apartment ,
Nr.nutan school , bareja
State:-Gujarat Pin Code-382426.**

**E-Mail:- nr7194@gmail.com
M.B No:- 8347477194/ (O) - 9513852543**

➤ **OBJECTIVE**

To further my carrier with a reputed organization where I can grow up professional and at the same time contribute towards the growth of organization. Believe in teamwork and love hard work.

➤ **WORK EXPERIENCE**

**Balaji Tractor Authorais Dealer (sales manager)
4.Years**

Current Working:-Spoton Logistics Pvt Ltd (Asalali)

Duration:- 2016 to Continue
Designation:- Operation
Work Profile:-

- Pickup & Delivery Coordinator
- Incoming Outgoing Mail checking
- MIS Reports Preparation and Reporting to Head Office
- Handling Short / Excess Matter
- Follow up of booked shipments till get delivered
- Coordinating with different branches for timely delivery of shipments
- Daily Stock Updating in System & Physically.
- Data entry in our online server

Computer Knowledge:-

- Working in MS Excel 2007, Open Office, Operating system-Win XP,Win 2007.
- Handle computer hardware networking & software issue in my office

ATTITUDE AND STRENGTH

- Ability to work in team environment.
- Good analytical & problem solving skills.
- Hard working & determine.
- Responsible, Dedicated & quick learner.
- Time management for operation of office.

➤ **EDUCATIONAL QUALIFICATION**

<u>Degree</u>	<u>Year</u>	<u>Board/University</u>	<u>Marks</u>
Intermediate (12th)	2011	Gujarat Gandhinagar Board	49 %
High School (10th)	2009	Gujarat Gandhinagar Board	74.5 %

:

PERSONAL INFORMATION

Date of Birth : 07 jan 1994
Nationality : Indian
Sex : Male
Hobbies : Listening music
Marital Status : Unmarried
Language Know / Speak : Gujarati/English/ Hindi

DECLARATION:-

I hereby declare that all the above information is true and best to my knowledge.

DATE:-

Patel Nikunj R.

Signature.....