### ANAND KUMAR JHA

HiranagarNagar Society

Plot No 15

Opp Virandawan Society

Sarkhej Ujala Chokdi

Pin code:-382210

(Gujarat) India.

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# CURRICULUM VITAE

## PERSONAL DETAILS:-

* Father’s Name : MAHENDRA NARAYAN JHA.
* Date of birth : 21 Nov 1985
* Marital Status : Married.
* Nationality : Indian.
* Languages known : Hindi, English & Maithili.
* ACADEMIC QUALIFICATIONS :-
* Graduation (B.COM) from MAGADH UNIVERSITY 2008. 52%
* Intermediate from Bihar Board 2003. (B.I.E.C.) 45%
* Matriculation exam from Bihar Board 2001. (B.S.E.B.) 42%
* PROFESSIONAL QUALIFICATIONS :-
* Windows- 95, 98 & Windows-2000,XP Well versed
* Microsoft –Word
* EXPERIENCE:- 9 Years In Logistics & Transport Company.
* A) Name of Present Employer :- Future Supply Chains Solution Pvt Ltd.
* Post :- Senior Executive.
* Job Profile :- Distribution Performance Report Prepared.
* Warehouse Operation related check Proper Document for Customer Invoice Copy.
* Generate Check list for location wise and tally for loading tally & Unloading Tally.
* Hold report prepared in Excel Sheet and share it our Senior Persons.
* Document Check Proper for Loaded Time Vehicle Document & Driver Document.
* Docket Entry Time SAP Document Check Proper Invoice Value & Description Details.
* Any DRS (Delivery Run Sheet) Vendor Code Mistake Change Related Write Mail Senior Manager
* Take Approval Same LR Prepared DRS But Change in DRS and Correct Vendor Code Mention in DRS.
* Loaded Vehicle Unloaded Related Follow Up With Store Person & Manager.
* After Delivered Receiving Return Given By Driver Proper Check POD (Proof of Delivery) Sign & Stamp in All LR and DRS Copy No Any Sign & Stamp Not Received Same DRS Send By Store & Take & Sign & Stamp in Same DRS and Uploaded POD in System .
* Vendor Bill Submit in My Side Then Crossed Check All LR POD Attach in DRS.
* Vendor Bill Submit our HO Office Then Follow Up For Payment Related Talk With Commercial Team.
* Pending POD related Follow up with Vendor Side and After Received POD Uploaded in System Urgent Basis.
* DRS Details Related Follow up Ho Office Details Received Then Same Details Share with Vendor side For Prepared Bill and Submit Related.
* For Period :- 03 – Dec -2018 to Till Date.
* B) Name of Previous Employer :- Shrinath Cargo Pvt Ltd.
* Post :- Operation Manager.
* Job Profile :- Daily Basis Route Vehicle Departure in Cut of Time, Prepared Hold Report With Reason, Document Check It.
* Warehouse Operation related check Proper Document for Customer Invoice Copy.
* Generate Check list for location wise and tally for loading tally & Unloading Tally.
* Hold report prepared in Excel Sheet and share it our Senior Persons.
* Booking Time check proper shipment weight.
* Any Customer take Delivery Our Go down then updated in Delivery Branch then given with all document Collect customer side with sign and Stamp.
* Document Check Proper way For Any Issue E-Way Bill Not Attach & Any Other Problem Then Hold and not connect for Delivery Location & Not Connect For Hub Location.
* E Way Bill Part 2 Updation in E Way Bill Side fill up all details for Vehicle no, Dispatch Date, Reason Mention.
* For Period:-17-July-2018 to 26-Nov-2018.

* C) Name of Previous Employer :- V Xpress India Ltd.
* Post :- Branch In charge.
* Job Profile :- Daily Basis Visit in Market For New Customer & Existing Customer.
* Outstanding To pay & Paid Related Write Mail & Take Follow up For Our Accountant.
* Daily Basis Some Major Customer Send MIS and Take Follow up For Delivery Related in Delivered Destination.
* Any pick up & delivery Related Problem Solve & issue Take Clear in Urgent Basis.
* Bill Submit Customer side Self And Visit Details Updated in Our Company CRM Live App.
* Collection Related Gone Customer & Collected Amount Submit Our Zonal Office.
* Form & Permit Related Take issue and Closed.
* Take Undelivered Pkg Related Follow Up And Closed in System.
* Identify Customer To pay, Paid & Credit Customer and Visit Customer Office & Ex plane My Company Service & Network, Charges Related With Manufacturing & Supplier Company Dispatch & Manager Person.
* Weekly Meeting in Our Zonal Office Attend and Planning For Business Related and Any Issue Discuss With Our RM Sir & Zonal Manager.
* Customer Ask me for freight charges related given him rate as per our contractual client.
* Maintain Service Label for our Branch for Delivery & Pick up Shipment Connected our Hub to Delivery Location & Hub Centers.
* Delivered Shipment POD related any issue in delivered time C/nee give Remark in POD Clarification and same details share our Delivery Area Persons for Any Problem meet in C/nee Customer Side.
* For Period:-11-Jan-2018 to 05-July-2018.
* D) Name of Previous Employer :- Safexpress Pvt Ltd.
* Post :- Assistant Area Manager.
* Job Profile :- Daily Basis Send Inventory Report Our Reporting Manager.
* Outstanding To pay & Paid Related Write Mail & Take Follow up Branches.
* Daily Basis Some Major Customer Send MIS and Take Follow up For Delivery Related in Delivered Destination.
* Audit Related Gone to Our Under branches.
* I Am Control a Big Team 12 Person work in My Under.
* Any pick up & delivery Related Problem Solve & issue take clear in Urgent Basis.
* Payment Collection Related Take Follow up & Cut Receipt in Our Company Software.
* Take Each & Every Month Meeting in Our Team Member and Motivated For Business Related.
* Any Customer Side Complain & issue Meet Customer & closed it.
* Bill Submit Customer side our team then update in Our Company System.
* Collection Related Gone Branch & Customer Office.
* Take Undelivered Pkg Related Follow Up And Closed in System.
* Identify Customer To pay, Paid& Credit Customer and Visit Customer Office & Ex plane My Company Service & Network, Charges Related With Manufacturing &Supplier Company Dispatch & Manager Person.
* Form & Permit Related Take issue and Closed.
* No Any Shipment is lying in Our Transhipments & Delivery Branch Inform Both Side C/nor & C/nee Side Take Rebook Approval & Rebook in System and Return to Customer Side.
* For Period:-July-2016 to 31-Dec-2017.
* E) Name of Previous Employer :- Equitas Technologies Pvt Ltd.
* Post :- Marketing Officer in Transporter Development.
* Job Profile :- Daily Basis Meet Transporter & Supplier For Transaction Related.
* For Specially Load Vehicle for South, West, North & East Location.
* For Example Location Chennai, Hyderabad & Bangalore.
* Vehicle Loaded in Full Truck Load.
* Our Company Booking Mode is To pay & Paid.
* Identify Customer only To pay & Paid Customer in Visit Customer Office & Ex plane My Company App & Work Related With Both Person Transporter & Supplier.
* Any Query For Supplier & Transporter Our Company App Related Solve in My Side.
* For Period:-04-Feb-2016 to 13-May-2016.
* F) Name of Previous Employee :- Flipkart Limited.
* Post :- Operation Executive.
* Job Profile :- Daily Basis Prepared NZL Report (National, Zonal & Local Vehicle).
* Monitoring Vehicle Reach Time & Out Time Report on Daily Basis.
* Prepared Shipment Connectivity Related Mail Handle Send With Remark Any Shipment Not Connect For Delivery Hub & Mother Hub Send Mail Corporate Office For Confirmation Related Confirmation Received Then Connect For Delivery Hub Center.
* Daily Basis Check Any Laying Material for Customer Request Material is closed in Mother-hub & Transportation Department is Not Move Shipment Laying Report Maintain in Daily Basis & Send Report Our Reporting Manager.
* Any Missing & Short Shipment Related Send Mail for Delivery Hub Center for Shipment Related When Shipment Issue is Not Closed.
* Pre Alert Mail Send For Delivery Hub Center & Mother Hub Center & Warehouse Centers Send Mail & Communicated with Hub Centers For Send Shipment Load Received in Ok Condition Without Any Short & Damage.
* Daily Basis In Bound Vehicle Report Prepared & Send Report Our Corporate Office & Bhiwandi Office.
* Daily Basis Updated Reports Amd Air,Amd Surface,Amd Inbound & Amd Local Report in Our Company Link in Google Drive Name Tracker his Report is View in our all location Managers & Operation Staff look in online.
* Daily Basis K.M. Report Maintain For Local & Route Wise Vehicles For Examples AMD to STV.
* Daily Basis Prealerts Mail Check No Any Confirmation Received by DH Call Him & Ask Vehicle in Time & Out Time.
* For Period 11-June-2015 To 30-NOV-2015.
* G) Name of Previous Employee :- DTDC Courier & Cargo Express Limited.
* Post :- CRM Executive (Customer Relation Executive).
* Job Profile :- Prepared MIS Report Send For Some Special Customer For Daily Basics Send MIS New Booking Mention in Daily MIS Report & Updated Daily Basics Follow Up Because Not Delivery Material Any Claim Settlement & Send For Our Claim Office Department. Any ODA Shipment Booking Take Approval for Customer & Add ODA Charges in Docket in TMS Our Company Software.
* Any Material Hold in Our Office He Received Material Without Form 49 Arrange New Form 49 For Customer Side & Send to Material Hold Location.
* Move Material for Delivery Location Safe, Happy Customer is Happy for My Job. Then I Am Happy & My First Priority Without Road Permit & State Form No Any Material Move For Delivery Location. Hold in Our Office Hub Center.
* For Period 25-Sep-2014 To 13-May-2015.
* H) Name of Previous Employee :- V Trans ( India Limited)
* Post :- Sr. Assistant Operation.
* Job Profile :- Loading & Unloading Route & Feeder Vehicle,
* Prepare LHPO ( Lorry Hire Pay Order), & Prepare MEMO (Manifest) Send & Received Data For Our Branch To Other Branch, Taken Photo For Loading & Unloading Vehicle.
* Any Material Received in Damage Condition Send Mail For Booking Branch & Delivery Branch Attach With Photo Material Received Condition.
* Booking Related Go To Customer Office Physically Check Form & Permit Related is Ok Physically Check Carton Boxes is Same Load Tally With Invoice And Make Docket With Weight & Charge Weight Mention in Docket With Value of Material Mention in Docket All Copy Permit & Form Mention in Booking Docket.
* Booking Carton Physically Count in Booking Time for Some Our Regular & Major Customer Name like Zydus Cadila, Troikaa pharmaceuticals ltd &Parikh Packaging Private Limited.
* For Period 01-Nov-12 To 31-May-2014.
* I) Name of Previous Employee :- Future Supply Chains Pvt Ltd
* Post :- Supervisor. Operation.
* Job Profile :- Loading & Unloading Route, Feeder Vehicle, & GA Vehicles.
* Prepare LHPO ( Lorry Hire Pay Order), & Prepare MEMO (Manifest) Send & Received Data For Our Branch To Other Branch, Taken Photo For Loading & Unloading Vehicle. Any Material Received in Damage Condition Send Mail For Booking Branch & Delivery Branch Attach With Photo Material Received Condition.
* Photo Taken For Load Vehicle in Our Hub Center & Same Photos Attach in Mail Send With Docket Details Mention in Excel Sheet Because Mention in Weight Move in Our Hub Location to Delivery Location This Report is Share Our Reporting Manager Daily Basics.
* For Period 01-April-2011 To 31-Oct-2012.
* J) Name of Previous Employee :- Gati Ltd., Ahmedabad, Gujarat
* Post :- Operation Associate in ITAG Own Academy.
* Job Profile :- Loading & Unloading Route, Feeder Vehicle & BA Vehicles
* Prepare LHPO ( Lorry Hire Pay Order), & Prepare MEMO (Manifest) Send & Received Data For
* Our Branch To Other Branch,
* Gati ltd., a Secunderabad based India’s biggest Cargo & Logistics
* Company. The company is a pioneer in cargo & logistics industry.
* as Operation Associate at Ahmedabad,
* looking after all operational of activities Ahmedabad EDC (Express Distribution Centre)
* Managing both Inbound and Outbound.
* Working on an Oracle based WMS (Warehouse Management system) &
* Internal company package, GEMS (Gati Enterprise Management System).
* Organizing the operational activities for connectivity of the
* Consignments and vehicle movements.
* Booking of shipments, entering the data in GEMS.
* Coordinating with Vendors for hiring of Vehicles to different Destinations.
* Negotiating the rates Making THC (Trip Hire Contracts) for different trips and arrange
* for Vendor payments after the trip completion.
* Follow up of booked shipments till get delivered Coordinating with different branches for timely delivery of Shipment.
* ATTITUDE AND STRENGTH\*
* Ability to work in team environment.
* Hard working & determine.
* Responsible, Dedicated & quick learner.
* \*Energetic and friendly.\*
* For Period:- 01-DEC-2009 to 30-Mar-2011.
* K) Name of Previous Employee :- ICICI BANK PVT LTD.
* Post :- Senior Sales Executive.
* Job Profile :- Daily Meet Customer & Daily Customer Visit List Report
* File Fill Up See Our Team Leader & Sales Manager.
* Only Open Customer Current Account View All Document For Customer Just Like Address Proof Any Customer Open Account For Company Name Check All Document For Company is Registered By Under Government Rules & Any Check Given By Customer For Company Name.
* Show in Check Book & Any Pan Card Prepared By Company Name.
* Check & All Document Verify By Self & All Documents Xerox Copy Collect
* By Customer Sign with in All Document.
* For Period:-01-APR-2005 To 01-NOV-2005.
* HOBBIES: - : Travailing, Listening music & Surfing Internet.
* CAREER OBJECTIVE :-
* Seeking a quality environment where my knowledge can be shared and enriched. Looking for an opportunity to associate myself with a progressive organization that gives me scope to apply my mettle and peerless knowledge.
* Date :
* Place : Ahmedabad (Sarkhej). ANAND KUMAR JHA.