**Suresh Kumar**

S**/**O Ishwar Singh

Village- Ladiywali

Po-Devrala. Tehsil - Tosham

Distt – Bhiwani, Haryana – 127029

**Contact no. +91**9813586209

**Email:** [**sureshkumarhjp@rediffmail.com**](mailto:sureshkumarhjp@rediffmail.com)

**CAREER OBJECTIVE**

Professional and result oriented with a proven track record of managing the area independently having excellent administrative and commercial abilities with a highly focused rational approach.

**WORK EXPERIENCE**

Company Profile:M/S. Transport Corporation Of India Ltd.

TCI Group is India’s Largest and most respected Supply Chain

Management Group with annual revenues of Rs.3000 Crores and

Over 1200 offices across India. A TCI Group having Fleet of 3500

Trucks, Container, Reefer, Vehicles and Volvo and also having

A Fleet of 04 Ships.

I have worked in the following fields in: **M/s.Transport Corporation Of India Ltd:- 16 Years Experience In Transportation and Logistics.**

* **Presently working (TCI LTD, Jamalpur Gurgaon) from July 2013 to Till Date. As Executive Operations.**
* **Worked as Officer Operations in Faridabad from 2009 to 2013.**
* **Worked as Supervisor Operations for Sonalika Trctor project (Hoshiarpur, Punjab) in 2005-2009.**
* **Worked as Hub- Supervisor (Transshipment, Hajipur, Patna) in 2003-2005.**
* **Worked as Assistant in Booking and Delivery (NASIK) in 2000-2003.**

**JOB Responsibilities**

* Presently working as Executive Operations in Jamalpur Gurgaon.
* Knowledge and experience in FLEET, TRANSPORTATION & Vehicle management.
* Managing Transportation Hub efficiently.
* Preparation of MIS Report & evaluation of KPIs to measure our service level.
* Coordination with all branches for pick-up and delivery.
* Arrangement of Vonder /market Vehicles for material delivery.
* Manage JCB Warehouse Inbound and Out bound Operation.
* Manage Booking, Delivery, Dispatches and receipts with the coordination of the operation team. Also responsible for client services.
* Ensuring on time deliveries and pickup. . Arranging vehicles Route operation.
* Knowledge of Transshipment Route of CNS.
* Planning of Route for All India Dispatch.
* Check out proper documentation and permit enclose with docket.
* Handle Branch Billing and Outstanding.
* Manage Fleet as per requirement by our Customer.
* Ensuring accurate and timely deliveries at the lowest cost
* Billing & Collection follow up for payment.
* Cost Analysis of Consignment wise (Sundry, LTL, FTL and ODC)
* Also responsible for overall operational activities.
* Fleet and Traffic Control.

Project Work:-**SONALIKA TRACTORS LTD HOSHIARPUR**

* Entire Milk Run activity.
* Co-ordination with customer / supplier for pick-ups and deliveries of line haul materials.
* To ensure excess quantity should not be accumulated at line haul.
* Giving Requirements to supplier for next day pick-up. On daily basic.
* New Route development for cost management and reduction of transit time for customer to enhance operational activity.
* Genratation of M.I.S, Such as Stock Report, & vehicle performance report circulate to all vendor & as per requirement of management.

**GENERAL SKILL**

#### Ability to organization events and manage deadlines.

* Ability to deal with people and manage client relation.
* Ability to work successfully in a team and motivating people to work effectively.
* Ability to work with Work Team.

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications | Passing Year | Board/ University | Percentage Obtain |
| Metric | 1992 | Haryana State Education  Board of Bhiwani | IInd Div |
| 10+2 | 1997 | Haryana State Education  Board of Bhiwani | IInd Div |
| BA | 2012 | CMJ University | First Div |
| ITI | 1994 | Industrial Training Institutes | IInd Div |

**COMPUTER LITERACY**

#### Operating System: WINDOW 98, XP, VISTA.

Office Automation: MS OFFICE 2003 & 2007

Software : Oracle, Tips, Bips, SAP

Internet : Familiar with E-mails through outlook express and internet surfing.

**PERSONAL DETAILS**

Name: Suresh Kumar

Father Name: Shri Ishwar Singh

Date of Birth: January 04, 1977

Sex: Male

**HOBBIES**

Reading story book, Traveling, Cricket or friendly relations or Listening Punjabi Music etc.

I hereby declare that above given information is true to my best of knowledge and belief.

Place: Gurgaon.

Date: …………… Signature

(Suresh Kumar)