

AMRITESH KUMAR

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Seeking a challenging and rewarding opportunity to effectively utilize my analytical and technical skills where I can use and enhance my knowledge for the development of both the organization and myself.

Work Experience:-

- **Orion Edutech Pvt. Ltd. as Senior Assistant –Logistics from February 2022 to till date.**

Responsibilities:-

- Responsible for shipping, receiving, inventory and transportation operations.Support all human resources processes at the facility such as staffing all positions, support the performance management process, training and development of team members.
- Established operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials and keeping warehouse inventory current.
- Managed an 18% reduction in labor cost by identifying the root cause. Achieved an inventory record accuracy of 95% or higher by implementing a more robust cycle counting process.
- Lowered carrier costs by reviewing existing contracts and bringing in new carriers.
- Managed logistics of multiple shipments and deliveries within extreme time constraints. Implementation of 5s organization method.
- Initiated strategic transportation route planning.
- PST (perpetual stock take) on daily basis generate PST sheet and align manpower for the PST work in respect to IPP
- GTL(Goods transfer list) check the inventory ratio of Deep and forward and create quantity for the product according to inventory bin storage capacity and outbound dispatch on daily basis.
- Migration - For inventory storage location full utilization need to generate migration plan and do migration on daily basis.
- TTL(Task transfer basis) on real time need to confirm product on damage area from the storage location of inventory to maintain inventory hygiene.

- **Vishwakarma Engineering, Solan, H.P as Supervisor – Logistics & Operations from September 2018 to January 2021.**

Responsibilities:-

- Coordinating with transporters and courier service providers to arrange the pick-ups.
- Responsible for the timely dispatches and co-ordination with internal team regarding any query related to dispatch.
- Looking after the arrangement of products in store/warehouse.
- Maintaining the goods in store at its right place.
- Managing import and export operations.

- **C&S Electric Ltd. Noida, U.P** as Document **Operator** in **Logistics** from **May 2016** to **28 Feb 2018**.

Responsibilities:-

- Managing the shipping documents (Invoices and dockets) and looking after the total dispatch.

- **R.S. Softnet Pvt.Ltd** as Assistant in **IT Division** from **March, 2012** to **October 30, 2014** at **Patna, Bihar**.

Responsibilities:-

- Invigilator for online examination for Sikkim Manipal University.
- Responsible for maintaining the company's IT network, servers
- Investing and diagnosing network problems
- Installing and configuring software , hardware and networks
- Monitoring system performance and troubleshooting issues according to requirements
- Ensuring security through access, controls, backups and efficiency of IT infrastructure
- Upgrade system with new releases and models
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Knowledge of setting up accounts and workstations and manage network server
- IT support at below examination center for Online Examinations.

Technical Skills:-

- Microsoft Excel, Microsoft Word, Microsoft PowerPoint.
- Installation of printer, Modem and Scanner.
- Installation of Operating system (Windows 7/8, Windows Server 2003/2008)
- Anti-virus Installation and Updates
- Troubleshoot hardware devices and drives.
- Workgroup, Domain, Node, Client & Server, TCP/IP, IP Address, Network & its Types
- Domain Name System (DNS) , Local User, Domain User, Domain Group , Virtual Private Network (VPN), Backup, Remote Desktop Connection and Remote Assistance, Router, Switch, Hub, Gateway.

Education:-

- Matriculation
- Diploma in Hardware & Networking

2008

CBSE BOARD
Shokeenda Institute, PATNA

Strengths:-

- Adaptability, Team player and Quick learner etc.

Hobbies:-

- Playing Cricket & Travelling.

Personal Details:

- **Date of Birth:** 16th September, 1992
 - **Father's Name:** Mr. Arjun Prasad
 - **Gender:** Male
 - **Address:** Near Panchmukhi Mandir, Boring Road Patna - 800001
 - **Language:** Hindi and English
 - **Marital Status:** Single
 - **Nationality:** Indian
 - **Physical Disability :** Hearing Impairment
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