**Rakesh G Kushawah**

Mobile:- +91 9173093721

Email:- [rakeshgrajput111@gmail.com](mailto:rakeshgrajput111@gmail.com)

**CAREER OBJECTIVE**

To obtain a significant and challenging position wherein I will learn and excel operation processes. A job that provides me a scope for growth in the finance vertical.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications** | **Name of School/ College** | **Board** | **Year of Passing** | **Percentage** |
| B.Com | SV Commerce College | Gujarat University | 2017 | 49.14 % |
| HSC | Agresan School | GSHEB | 2011 | 55.57 % |
| SSC | Agresan School | GSEB | 2009 | 58.5 % |

**WORK EXPERIENCE**

1. I have been working as a Operations Staff in BLUE DART express Ltd., Ahmedabad, Gujarat from August 2014 to till present. (4+years)

**Responsibilities:**

* Booking of goods and shipment and it’s entry in system.
* Check all documents related to goods and products.
* Tracking the shipments.
* Selecting desired time delivery of shipment.
* Generate report and forwarding to my Sr. Executive and destination office in charge.
* Send the loads through vehicle respective service center.
* Handling customers needs and any query for sent the document for th hub. I have also solve if they have the problems.
* I am accessing outlook mail sending, rewarting to the other locations.

**SKILLS AND COMPETENCE**

**Technical Skills**

* MS Office
* Typing Speed 50 WPM.

**Generic Skills**

* Always ready to learn new things, Quick learning power, Patience, Confidence, Hardworking nature, Self-discipline

**PERSONAL PROFILE**

Date of Birth : 28th Aug, 1994

Gender : Male

Blood Group : O+

Marital Status : Unmarried

Nationality : Indian

Language known : Can read, write and speak English, Hindi and Gujarati.

Hobbies : Movies, Cricket, Volleyball

Personality : Dynamic

Nature : Hardworking

Residential Address : N 403 Maduvan Glory Near Shri Ram Chowk

New Naroda Ahmedabad-382340

Address for Communication: Same as above.

**REFERENCES**

Sanjay Lal Jay Kumar Katariya

Assistant Manager Manager

BLUE DART BLUE DART

Ashram Road, Ashram Road,

Ahmedabad – 380006 Ahmedabad-380006

Mobile# : +91 987910133 Mo: 9687689680

Date :

Place : Ahmedabad Yours’s faithfully,

Rakesh G kushwah