

CURRICULUM VITAE

ANKUR GANGWAL

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CAREER OBJECTIVE:

Looking for challenging position with a dynamic organization, which effectively utilize my learning abilities, analytical skill, experience & give me an opportunity to apply my in-depth knowledge development skill. Result proven professional with more than 14 years of cross-functional experience in the areas of Operations, Finance & Administration.

Willing to work in the similar domains with an objective to work & contribute in an interactive growth-oriented environment in an organization in the industry with significant potential for long term career growth.

CAREER HIGHLIGHT:

Worked with **FuelBuddy** as an Associate Manager-Operations from Jul-2018 to July-2020 in Delhi.

Company Profile: FuelBuddy is the first legal private company in India to have permissions in place to deliver fuel at your doorstep. It was founded by Mr. Gautam Malhotra, Mr. Adnan Kidwai & Mr. Divij Talwar in the year 2017. FuelBuddy is currently servicing across the India.

ROLE & RESPONSIBILITIES:

- ✓ Order management
- ✓ Handling delivery operations
- ✓ Coordination with customers for their orders
- ✓ Team handling
- ✓ Generation of daily MIS reports
- ✓ Inventory management
- ✓ On boarding of retail outlets of OMC
- ✓ Daily price updation
- ✓ On boarding of Drivers & Attendants
- ✓ Generation of lead of new client for Sales team
- ✓ App Management
- ✓ Ensure safety compliance as per the guidelines of PESO

Worked with **Safexpress B2C Private Ltd** as an Assistant Manager-Administration from Nov-2015 to Jan-2018 at Corporate Office, New Delhi.

Worked with **Safexpress Private Ltd** as a Senior Executive-Finance & Admin from Apr-2007 to Oct-2015 at Gurgaon Office.

Worked with **Safexpress Private Ltd** as a Senior Assistant-Operations from Jul-2006 to March-2007 at Ambala Office.

Company Profile: Safexpress Private Limited was founded by Mr. Pawan Kumar Jain in the year 1997. Under his able guidance, today firmly entrenched its position as the Market Leader of the Supply Chain & Logistics industry. Company having around 3000 employees and 625 offices & 32 Logistics Parks all over India.

ROLE & RESPONSIBILITIES:

- ✓ Handling branch operations like vehicle arrival & departures, documentation etc.
- ✓ Handling customer queries about their shipment.
- ✓ Vehicle Management.
- ✓ Auditing of Waybills.
- ✓ Responsibility of collection of all outstanding bills.
- ✓ Responsibility for the preparing bill for all credit customers.
- ✓ Handling all vendors payment.
- ✓ Looking all administrative part of branch.
- ✓ Working on Oracle & Propel Apps.
- ✓ Monitoring teamwork performance and preparing daily, weekly, monthly reports.
- ✓ Fulfillment of all admin related requirements like infra, IT assets, new branch set up etc. on PAN India basis.
- ✓ Organizing Medical camps, eye checkup camps across the India under the CSR responsibility.

EDUCATIONAL QUALIFICATION:

PGDBA from (SCDL, Pune) in 2009

M. Com from (Rajasthan University, Jaipur) in 2007

B. Com from (Rajasthan University, Jaipur) in 2005

12th from (Board of Sr. Secondary education, Rajasthan) in 2002

10th from (Board of Secondary education, Rajasthan) in 2000

COMPUTER EXPOSURE:

Software- MS Office, Oracle & Propel Apps.

Internet- Basic Internet concepts & Outlook Express

STRENGTH:

Always ready to take up challenges with confidence & positive attitude and ready to learn anything creative, flexibility to handle changes, hard worker & punctual, highly energetic. Can withstand work pressures and deliver assignments within the defined time frame.

PERSONAL INFORMATION:

Date of Birth	:	08 th April, 1985
Masculinity	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages Known:		Hindi & English
Father's Name:		Shri Arun Kumar Gangwal

DECLARATION:

I hereby declare that all the above information is true & best of my knowledge and belief.

(ANKUR GANGWAL)

Date:
Place: