

Address

Village & Post - Bhojpur
City - Modinagar
Dist. - Ghaziabad
Pincode - 245304
Mob. - 8171714453
Email-id - klalit8755@gmail.com

Lalit Kumar

Career Objective

Seeking career in a challenging corporate environment dealing in where my skills can be utilized effectively both for organizational profitability and my personal growth.

Work Experience

Currently working In **Grofers India Pvt Ltd.** at Jindal Warehouse Hapur on Roll of **Pan Hr Solutions Private Limited** Since 14th May 2021

Designation: Supervisor

Key Responsibilities

- Team Handling
- Manpower Planning
- Monitoring all dispatch activities as per schedule with maintaining quality standards.
- Space Management to handle daily flow of Shipments.
- An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities.
- Escalating issues to higher ups at the right time before situation gets out of hand.
- To suggest the progress of improvement in operational activities.

Ekart Logistics Pvt Ltd.

Duration : 3 Year 10 Months (Mar 2017 – Dec 2020)

Designation : Coordinator

Key Responsibilities

- Monitoring the quality of delivery.
- Responsible for the day to day activates, handling around 2200 above shipments, 48 staffs.
- Responsible for entire load movement from Main hub to mini hubs.
- Regular Monitoring & Control of undelivered ratio.
- Handling major delivery related complaints and wrong deliveries.
- Keep maintain 5's audit and process audit on daily basis.
- Coordinate with the Delivery branches for time bond delivery of pre-alert Consignment Etc.

Softage Information Technology Ltd.

Duration : 2 Year (Feb 2015 - Jan 2017)

Designation : Data Entry Operator

Key Responsibilities

- Compiled, prioritized, and sorted, and processed customer orders into local database.
- Check source documents for accuracy, verifying when necessary.
- Researched further information for incomplete documents.

Academics

- I have completed B.A from CCS university Meerut.
- I have completed 12th from U.P Board.
- I have completed 10th from U.P Board.

Computer Skills

- Basic of computer knowledge (M.S office)
- 6 Month diploma Tally ERP.9 from Hioscope Tally Academy

Strength

- Young, dynamic & capable of performing duties with extreme dedication, devotion and sincerity
- Self-Motivated

Personal Profile

Father's Name	:	Sh. Dharamveer singh
Date of Birth	:	24-April-1992
Status	:	Unmarried
Languages Known	:	English & Hindi
Nationality	:	Indian

Declaration : I hereby declare that all the information is correct to the best of my knowledge and belief.

