

Ajit kumar

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PROFESSIONAL QUALIFICATIONS

- 10th Passed from C.B.S.E Board ,New Delhi
- 12th Passed from C.B.S.E Board ,New Delhi
- Graduation Pursuing from B.A Final Year From (**D.U. Delhi University**)
- DCA (Diploma in Computer Hardware and Networking Maintenance 1.Year) From FST (**FUTURE SOFT TECHNOLOGY**) Gurgaon.

TECHNICAL EXPERTISE

- MSOffice: 2000, 2003 , 2007 & 2010.
- Operating Systems All Versions (Including Installations)
- Monitoring Citrix Cosmat 2, C2PC, C2JR, etc.
- Logistic management systems.
- Internet/Mail Browsing Microsoft Outlook
- Typing Speed **Alpha-48+, Numeric-62+**
- Excel **PivotTable, Vlookup, Hlookup**

ORGANIZATIONAL EXPERIENCE

BLUE DART EXPRESS LTD

I Am Working Blue Dart Express Ltd In Gurgaon Phase-5 as a MIS & Data Entry Operator. Systems Staff from July.2014 to current.

CURRENT EMPLOYER (Knowledge)

Blue Dart Express Ltd (Gurgaon, India) July'2014 -Till Date

About Blue Dart Blue Dart Express Ltd., South Asia's premier express air and integrated transportation & Distribution Company, offers secure and reliable delivery of consignments to over 36,637 locations in India. As part of the DP DHL Group (DHL Express, DHL Global Forwarding & DHL Supply Chain), Blue Dart accesses the largest and most comprehensive express and logistics network worldwide, covering over 220 countries and territories and offers an entire spectrum of distribution services including air express, freight forwarding supply chain solutions and customs clearance The company covers more than 45% market share in organized domestic air express space.

(OPS/MIS/EDP)

- Grow new and existing accounts and manages the entire dispatch cycle from start to finish for connection and delivery of customized business solutions.
- Identifying and pursuing new OPS solutions within the designated branch region.
- Understanding client requirements and conceptualizing a plan to service the client.

- Handling and resolving customer's related queries like transit time, soft data format, pick-up and deliveries of shipments, required documents for international and domestic's consignments, packaging of the shipments and handling of the shipments etc.
- Prepare RTO based on the case and manage the same.
- Generate the bar codes labels .
- Preparing business Report (Daily, Weekly & Monthly) and also the collections report and sending feedback to Head Office.
- Managing network & handling Clients Requirements, modes of transportation for the timely delivery of goods

JOB RESPONSIBILITES

- Daily & Monthly inspection of all Computer systems & store.
- Give the MIS report to management for Daily basis
- **Knowledge** . Returnable & Non Returnable Slip (Chillan's)
- Prepare Goods Receipt Note on daily basis for all Direct & Indirect Material

PERSONAL DETAILS

- Address :- House N 22/24 Qutub vihar Ph-2 hanuman mandir Chawla New Delhi
- Date of Birth :- 01th Jan 1994
- Father name :-Mr. Arvind kumar
- Marital status :- Married
- Languages known :- Hindi & English
- Nationality :-Indian
- Hobbies :- Playing cricket Hollywood movies.
- Strengths :-Reliable, Positive attitude, Decision making, Organizing Capability.

Declaration

I Hereby Declare That all above Furnish details about me is true to the best of my knowledge

Date

Signature

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