

RESUME

MOHD ANWAR

C/o Jaypee Infratech Limited

Yamuna Expressway – Jewar Toll Plaza

Camp Office Jewar, Distt. G.B. Nagar (UP)

Mobile No 9651000900

Email anwar4217@gmail.com

Career Objective:-

I am seeking challenging and responsible position to utilize my managerial and technical talents effectively to attain concerned organization's objectives and give me opportunity for professional advancement.

Jaypee Infratech Limited (Yamuna Expressway 165 Km Noida to Agra)

Jaypee Infratech Limited Incorporated as a Special Purpose Vehicle for implementation of 165 km long 6-lane Access-Controlled Yamuna Expressway in the state of Uttar Pradesh connecting Noida and Agra. The company shall also undertake the ribbon development on 6175 acres at five locations along the expressway for commercial, industrial, institutional, residential and amusement purposes.

WORK EXPERIENCE

Presently working with Yamuna Expressway Toll Plaza (Gr. Noida to Agra) through outsource agency M/s Team Lease Services Limited, Bangalore.

Present work Assigned	:	Shift Accountant cum Plaza Controller
Designation	:	Sr. Toll Collector
Functional Expertise	:	Follow all company rules and regulation. Control and solve all problems at the plaza. Give good advice to working properly. Have to control violation of vehicles in lane. Immediate take action against heifer. Maintain all equipment and register.
Current Industry Type	:	Tolling (Toll Operations)
Location	:	Jewar (Ramp Toll Plaza)
Duration	:	06 Aug 2013 to Till Date

Job Responsibilities:-

- Manpower Handling-Maintaining the decorum of plaza and controlling.
- The activities of TC, LA, STC & Other Security staff.
- Responsible of Traffic Management in Plaza.
- Responsible for Cash Management, Change Management & Safe keeping of Revenue.
- Handling User Complains & Satisfy then According to the Management guideline& Procedure.
- Responsible for Transaction. Validation, Chekiang of Tc Revenue Sheet and TC Log sheet, Spot Check of TC, STC and LA, Generate Claim if any & Maintaining of Plaza Controller Incident Log Sheet and Shift Allocation Sheet
- Making of Duty Roster for TC, STC, and LA & PC.
- Checking Toll Collector Attendance and Allocating Lane/Booth to Toll Collectors.

- Control Exemption & Minimizing Violations.
- Accepting the Responsibility of Cash up Room.
- Reducing Exemption by Putting best effort.
- Include overall supervision of Toll Plaza.
- Lane Problem short out-such as Exemption, Local, User and toll operation related problem.
- Managing Accidents & Maintaining Plaza Security.
- Responsible for proper use of all Operating equipment in Toll Booth or Outside Toll Booth & Control room.

Worked with Himalyan Expressway Ltd (Zirakpur – Parwanoo Project) through outsource agency M/s TeamLease Service Limited, Bangalore.

Designation	:	Toll Collector & Lane Assistant
Duration	:	06 Aug 2013 to 05 Aug 2014
Functional Expertise	:	Cash Handling, User Handling
Industry Type	:	Tolling (Toll Operations)
Location-	:	NH-5 Chandi Mandir Toll Plaza, Panchkula (HR)

Educational Qualification

High School passed with IInd division from U.P. Board, Allahabad in 2008.
Intermediate passed with IInd division from U.P. Board, Allahabad in 2010.
B. Sc (PCM) passed with IInd division from Kanpur University, Kanpur in 2013.

Computer Knowledge

Fundamental of Computer & Information Technology

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|------------------------|---|--|
| ➤ Operating System | : | MS-Dos, Windows 98-2000, XP and WinNT |
| ➤ PC Package | : | MS-Office (Word, Excel and PowerPoint) |
| ➤ Programming Language | : | FoxPro, Visual Basic & C++ Internet and E-Commerce & System Analysis and Design. |

Personal Details

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|---------------------|---|--|
| ➤ Father's Name | : | Shri Mohd Aslam |
| ➤ Date of Birth | : | 17 th Feb, 1994 |
| ➤ Gender | : | Male |
| ➤ Marital status | : | Unmarried |
| ➤ Nationality | : | Indian |
| ➤ Languages Known | : | Hindi, English, Urdu |
| ➤ Hobbies | : | Watching & playing cricket |
| ➤ Permanent Address | : | Vill: Afsariya Post: Kamalpur
Distt- Kanpur Dehat -209115(UP) |

Declaration

I, undersigned, certify that to the best of my knowledge and belief, this resume correctly. Describe myself, my qualification and my experience.

Place:

Date: 25.09.2016

(Mohd Anwar)