

Suresh Kumar

S/O Ishwar Singh

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CAREER OBJECTIVE

Professional and result oriented with a proven track record of managing the area independently having excellent administrative and commercial abilities with a highly focused rational approach.

WORK EXPERIENCE**Company Profile:M/S. Transport Corporation Of India Ltd.**

TCI Group is India's Largest and most respected Supply Chain Management Group with annual revenues of Rs.3000 Crores and Over 1200 offices across India. A TCI Group having Fleet of 3500 Trucks, Container, Reefer, Vehicles and Volvo and also having A Fleet of 04 Ships.

I have worked in the following fields in: **M/s.Transport Corporation Of India Ltd:- 16 Years Experience In Transportation and Logistics.**

- Presently working (TCI LTD, Jamalpur Gurgaon) from July 2013 to Till Date. As Executive Operations.
- Worked as Officer Operations in Faridabad from 2009 to 2013.
- Worked as Supervisor Operations for Sonalika Tractor project (Hoshiarpur, Punjab) in 2005-2009.
- Worked as Hub- Supervisor (Transshipment, Hajipur, Patna) in 2003-2005.
- Worked as Assistant in Booking and Delivery (NASIK) in 2000-2003.

JOB Responsibilities

- Presently working as Executive Operations in Jamalpur Gurgaon.
- Knowledge and experience in FLEET, TRANSPORTATION & Vehicle management.
- Managing Transportation Hub efficiently.
- Preparation of MIS Report & evaluation of KPIs to measure our service level.
- Coordination with all branches for pick-up and delivery.
- Arrangement of Vonder /market Vehicles for material delivery.
- Manage JCB Warehouse Inbound and Out bound Operation.
- Manage Booking, Delivery, Dispatches and receipts with the coordination of the operation team. Also responsible for client services.

- Ensuring on time deliveries and pickup. ■ Arranging vehicles Route operation.
- Knowledge of Transshipment Route of CNS.
- Planning of Route for All India Dispatch.
- Check out proper documentation and permit enclose with docket.
- Handle Branch Billing and Outstanding.
- Manage Fleet as per requirement by our Customer.
- Ensuring accurate and timely deliveries at the lowest cost
- Billing & Collection follow up for payment.
- Cost Analysis of Consignment wise (Sundry, LTL, FTL and ODC)
- Also responsible for overall operational activities.
- Fleet and Traffic Control.

Project Work:-SONALIKA TRACTORS LTD HOSHIARPUR

- Entire Milk Run activity.
- Co-ordination with customer / supplier for pick-ups and deliveries of line haul materials.
- To ensure excess quantity should not be accumulated at line haul.
- Giving Requirements to supplier for next day pick-up. On daily basic.
- New Route development for cost management and reduction of transit time for customer to enhance operational activity.
- Generation of M.I.S, Such as Stock Report, & vehicle performance report circulate to all vendor & as per requirement of management.

GENERAL SKILL

- Ability to organization events and manage deadlines.
- Ability to deal with people and manage client relation.
- Ability to work successfully in a team and motivating people to work effectively.
- Ability to work with Work Team.

PROFESSIONAL QUALIFICATION

Qualifications	Passing Year	Board/ University	Percentage Obtain
Metric	1992	Haryana State Education Board of Bhiwani	IInd Div
10+2	1997	Haryana State Education Board of Bhiwani	IInd Div
BA	2012	CMJ University	First Div
ITI	1994	Industrial Training Institutes	IInd Div

COMPUTER LITERACY

Operating System: WINDOW 98, XP, VISTA.

Office Automation: MS OFFICE 2003 & 2007

Software : Oracle, Tips, Bips, SAP

Internet : Familiar with E-mails through outlook express and internet surfing.

PERSONAL DETAILS

Name: Suresh Kumar

Father Name: Shri Ishwar Singh

Date of Birth: January 04, 1977

Sex: Male

HOBBIES

Reading story book, Traveling, Cricket or friendly relations or Listening Punjabi Music etc.

I hereby declare that above given information is true to my best of knowledge and belief.

Place: Gurgaon.

Date:

Signature

(Suresh Kumar)