

# NITISH KUMAR SUDHANSHU

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🌐 <https://www.linkedin.com/in/nitish-kumar-sudhanshu-86297ba2/>

## SUMMARY

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As an Expeditor at Al-Iman for Contracting & Trading, my role encompasses overseeing logistics operations, guaranteeing that materials and products are moved efficiently to align with strict project deadlines. With a strong foundation in mathematics from Himalayan University, I adeptly handle inventory management and maintain seamless vendor communication, ensuring no detail is overlooked.

My dedication to operational excellence is complemented by advanced administrative assistance skills and computer literacy, both crucial in today's tech-driven business landscape. The goal is to continuously contribute to Al-Iman's success, optimizing processes and fostering effective, timely delivery within our supply chain network.

## EXPERIENCE

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### Expeditor (Logistics)

**Al-Iman Gaskets Factory for Contracting & Trading Est.**

**October 2022 – October 2024**  
**Dammam, Saudi Arabia**

- Address problems and requests by transmitting information or providing solutions.
- Receive and dispatch orders for products or deliveries & prioritize calls according to urgency and importance.
- Enter data in computer system and maintain logs and records of calls, activities and other information.
- Streamlined supply chain processes by implementing a real-time tracking system, resulting in a reduction in delivery time and improving overall customer satisfaction.

### Back Office Associate

**Ashok Leyland**

**August 2018 – August 2021, Patna, BIHAR**

- Core management and leading agents & customer engagement and conveying their obligations to stakeholder, acknowledging/ analyzing customer's feedback on our product or services.
- Streamlined back office operations by implementing automated document management system, resulting in a reduction in processing time and improved accuracy.

## EDUCATION

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### Bachelor in Science

Minor in Mathematics • Arunachal Pradesh • INDIA • 2019 • 70.65 %

## CERTIFICATIONS

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### Advance Diploma In Computer Application

Pahal Institute of Computer • 2017

## SKILLS

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Excel, Tally, MS Office, Troubleshooting, System maintenance, ADCA



## GASKET FACTORY

Branch of

### AL-IMAN FACTORIES CO. FOR CONTRACTING & TRADING LTD.

C. R. 2050018653 Dammam

P. O. Box 805, Dammam 31421 - Saudi Arabia

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ISO 9001 Certified Company

مصنع الأجزاء المانعة للتسرب  
فرع شركة مصانع الإيمان  
للمقاولات والتجارة المحدودة

س. ت ٢٠٥٠٠١٨٦٥٣ الدمام

ص. ب ٨٠٥ - الدمام ٣١٤٢١ - المملكة العربية السعودية

تلفون : ٩٦٦ ١٣ ٨١٢ ٢١٣٥ + (١١ خط)

فاكس : ٩٦٦ ١٣ ٨١٢ ٢١٦٥ +

# Certification

## TO WHOM IT MAY CONCERN

This is to certify that **MR. NITISH KUMAR SUDHANSU** has been employed by Gasket Factory Branch of Al-Iman Factories Co. For Cont. & Trad. Ltd. as a **Logistics Coordinator** from **19<sup>th</sup> of October 2022** till **20<sup>th</sup> of October 2024**. He is leaving our company on exit of his own will.

This certificate is issued upon his request for whatever purpose(s) it may serve him, and it does not constitute a no objection certificate.

Issued on the 15<sup>th</sup> of October 2024 by Al-Iman Factories Co. For Contracting & Trading Ltd., Dammam, Kingdom of Saudi Arabia.

FOR AL-IMAN FACTORIES CO. LTD.

HEINZ HURTER

General Manager



## **TO WHOM IT MAY CONCERN**

This is to certify that **Mr. NITISH KUMAR SUDHANSHU S/O ABHINAV KUMAR SINGH** has worked as a **"Office Executive Cum Data Entry Operator"** with us effect from **09-10-2018** to **19-08-2021**.

During the tenure of service we found him to be efficient, hard working and sincere. He has left the organization for better prospects.

We wish him success in his future endeavors.

For & on behalf of  
Deo Chandra Singh Motors Private Limited.

  
Sunil Kumar  
Human Resources

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Purnea: NH31, Lalbaluchowk, Barsoni, Purnea, 854326, Bihar  
Begusarai: Harpur Chowk, Begusarai, 851122, Bihar  
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