

Resume

Ramesh Kumar

C/o Vill-Thimau chhoti

Post –Norangpura

Tehsil -Rajgarh Dist-Churu – (Raj)331303

E-mail:- Ramesh8000614540@gmail.com

Mobile: - 8948940763

CAREER OBJECTIVE

To contribute to the organization's success using my academic knowledge and seeking a position to utilize my skills and abilities in the industry that offers me professional growth.

WORK EXPERIENCE

Worked with India, s Leading Logistics & Supplychain Company **TCI FREIGHT** [A Division of Transport Corporation of India Ltd] from JUN-2005 to Mar.2019 and **Sugam Parivahan Pvt Ltd** From -Apr.2019 to till now

Designation - *Branch Officer* [Branch incharge operation]

WORK RESPONSIBILITIES -

- Managing warehouse & sales activities
- Managing Office Administration
- Managing all operation & Delivery
- Online enquiry & tracking of consignments
- Maintaining Online Database and Accounts

PRESENT JOB PROFILE :-

- Managing Sales & Delivery activity All Our north india .
- Managing a Branch operation smoothly for whole day
- Making Branch Account & D.R.S. on daily basis
- Online Docket entry & updating, other office works.

- Mail checking, sending, receiving by using Outlook Express
- Online enquiry & tracking of consignments
- Online billing of customers & updating bills
- Managing customers to the satisfaction level
- Follow-up Credit Limit and Outstanding Realization

ACADEMICS QUALIFICATIONS:-

- B.A from BIKANER University, Rajasthan in 2006
- Sr. Secondary from Board of secondary education Rajasthan in 2003
- Secondary(10th) school from Board of secondary education, Rajasthan in 2001

IT Knowledge - MS Word, Excel, Internet, SAP, Outlook Express

PERSONAL PROFILE

Name:-	Ramesh Kumar
Date of Birth:-	05/JUL/1984
Father Name:-	Shri. Mandroop
Marital Status:-	Married
Known Languages:-	English / Hindi/

Permanent Address: - Vill-Thimau chhoti
Post –Norangpura
Tehsil -Rajgarh Dist-Churu (Raj)331303

HOBBIES

Reading Newspapers, Listening music, making friends

KEY SKILLS

Knowledge of all operational works / credit controls /Account's/ Customer Handling. Also work in SAP software

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place – Pilani (Raj)
Date - 05/12/2019

Yours Faithfully,

Ramesh kumar
(8948940763)