**CURRICULUM VITAE**

S/o vipin Sharma

Plot No 99, Near Ganesh Mandir

**Ajay Kumar**  Ramdev Colony

New Delhi -110038

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#### **CAREER OBJECTIVE**

To achieve such a position that will positively utilize my HARD WORK, enhance my SKILLS and provide me with the opportunity to contribute to the success of the organization. To excel & expertise the objectives laid down by an organization and achieve it with a positive spirit and honesty.

## **QUALIFICATION BACKGROUND**

1. 10th passed from N.I.O.S board
2. 12th passed from N.I.O.S board
3. B.A Pursuing (Second Year).

**COMPUTER PROFICIENCY**

Operating Known:- : Ms Office (Ms. Word, Ms Excel, Power Point)

## **WORK EXPERIENCE**

1. Working as a **Pickup & RTO coordinate** in **GoJavaslogistic Pvt. Ltd.**From May.2014To Till date.

# **JOB PROFILE**

* **Currently Working in GoJavas Logistics Pvt. Ltd. As a Pickup & RTO coordinate since May 2014 To Till Date**
* Pickup & RTO reports: - On Daily ,Weekly& Monthly basis.
* Prepare Daily booking report. Keeping all related records.
* Receiving and downloading data from different - different sources and all 20 Regional hubs**,** Cleaning and formatting data using by **EXCEL**
* Creating and updating Vendors’ **productivity report** in Dashboard and Share **Pickup & RTO coordinate Dashboard** to the seniors.
* Handling multiple reports, working with **formulae**, **pivot tables**&**pivot charts**, and various other excel sheet components for accurate data.

**PERSONAL DETAILS**

DATE OF BIRTH : 10/03/1996

FATHER’S : Sh.Jagdish Sharma

SEX : Male

MARITAL STATUS : Unmarried

NATIONALITY : Indian

LANGUAGE KNOWN : English & Hindi.

HOBBIES : listening to good music and Playing

Date:- (SIGNATURE OF APPLICANT)

Place:-Delhi **Ajay Kumar**