**ANUP KUMAR JAISWAL**

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**PROFESSIONAL DETAILS**

**OBJECTIVE**

To work in a growing and dynamic organization and secure a challenging position for myself and work for progress and development of company.

**PERSONAL SKILLS**

* Remarkable analytical, logical and mathematical skills.
* Quick learner and ability to adapt easily to new situations.
* Good team member and with leadership quality.
* Flexible and good relationship with people.
* Innovative in assessing the qualities of people.

**EDUCATION**

**Post Graduate Diploma in Supply Chain Management**

*Symbiosis Center for Distance Learning- Pune (2014-15)*

**Bachelor of Engineering in Mechanical Engineering**

*IEC College of Engineering and Technology, Greater Noida*

*(Uttar Pradesh Technical University – India (2009-2013)*

**HSC, U.P.BOARD** (2006-2007)

**SSC, U.P.BOARD** (2004-2005*)*

**TECHNICAL EXPERTISE**

Designing : Solid Works, Auto Cad

Tools & Technologies : MS Office (MS Word, MS Excel, MS Power Point, MS Access)

Coursework : I.C. Engine, Theory of Machines, Heat and Mass transfer

**WORK EXPERIENCE**

Working as an “Assistant Hub Manager and Logistics Executive” in **Pick N Get** (Oct 2015-Till date)

* Preparation of delivery reports.
* Manage the cash/accounts of center.
* Meeting the company’s performance and ensuring timely reporting.
* Plan inventory and ensure smooth efficiency.
* Monitor and handle any issues that arise while running the Hub.
* Scheduling and planning delivery routes.
* Effectively dealing with conflicting demands.
* Managing client expectations.
* Strong, proven negotiation skills.

Worked as an “Assistant Hub Manager” in **GROFERS** (July 2015- Sept2015)

* Preparation of delivery reports.
* Managed the cash/accounts of center.
* Meeting the company’s performance and ensuring timely reporting.
* Resolved any arising problems or complaints
* Managing and prioritizing a busy workload.
* Able to handle customer facing situations.

Worked as a HR Executive (Trainee) with **BHARTI AIRTEL** (Aug 2014 –Mar 2015)

* Processed PF claims of left employees
* Handled statutory compliance
* Timely submission of PF Declaration Forms of new employees
* Solved customer queries regarding Non CTC and CTC

**INTERNSHIP**

**Diesel Locomotive Works, Varanasi** *(Major Training)*

* Wagon repair, making diesel engine.
* Working in different areas like HWS,LMS,TMS,LTS

**ACADEMIC PROJECTS**

**Stair climbing wheel chair (Project)**

* Using ratchet mechanism.
* Designing various folding mechanisms.
* Building an overall working model.

**Presented Seminar on “Ultrasonic Welding”**

**CO-CURRICULAR ACTIVITIES**

* Participated in Math competition in school.
* Secured 1st position in inter house painting competition.
* Participated actively in technical events of college fests.

**AREA OF INTEREST**

* SCM and Logistic
* Playing and watching outdoor sports
* Listening music
* Reading and net surfing
* Exploring new things
* Geography

**PERSONAL DETAILS**

Father’s name : *Kailash Jaiswal*

Mother’s name : *Urmila Devi*

D.O.B : 02nd July 1990

Religion : Hindu

Ph-number : 9910283266

**DECLARATION**

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

**Date: 11/09/2015**

**Place: New Delhi**  Anup Jaiswal