**CARRIER OBJECTIVES**

**To take up any sort of challenging job commensurate with my ability, experience and knowledge to perform it successfully. I would be more than eager to shoulder responsibilities, which would broader my knowledge and scope for future development. I am able to work on own initiative or as a part of a team and can deal with administrative duties competently.**

**PROFESSIONAL SKILLS**

**Have knowledge and experience in Logistics and Supply Chain (Procurement, Transshipment, and Delivery operation), Warehouse Material Management. Manage flow of goods, information and other resources between the point of origin and the point of consumption in order to meet the requirements of the consumers. Coordinating with all concerns for procuring project with proper planning. Can handling materials, racking, staging, invoicing, picking, packing, securing and supplying independently.**

**PRESENT PROFESSIONAL RESPONSIBILITES**

Working as an **Executive -Warehouse Operation** in **INNOVATIVE LOGISTICS SERVICE Pvt Ltd Since 2015**

Responsible for all kinds of Warehouse Operation viz. delivery and transship materials. Checking all documents for hassle free movements. Needs to communicate with delivery vendors and customer for timely delivery of the consignment. And also responsible for checking and maintain all warehouse’s physical and system stocks. Maintain Daily MIS.

**PREVIOUS PROFESSIONAL EXPERIENCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Company Name** | **Designation** | **Responsibilities** |
| **Jan, 2012** | **May, 2013** | **Ravi travels & helpline** | **Office Manager** | **Responsible to maintain and coordinate all office activities.** |
| **June, 2014** | **Dec, 2014** | **CBIL** | **Data Entry** | **To update Adhaar card enrollment number.** |
| **April, 2015** | **Current** | **INNOVATIVE LOGISTICS SERVICE PVT LTD** | **Data Operator & Delivery Head** | **To make MIS of the client and to give information delivery cell where the material has to be deliver & collection of POD from the client , cheque etc and to update status on portal.** |

**ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **COURSE** | **BOARD/UNIVERSITY** |
| **2014** | **HIGHER SECONDARY** | **CBSE** |
| **2012** | **SECONDARY** | **CBSE** |

**PROFESSIONAL QUALIFICATIONS**

* **Proficient in MS Office**
* **Proficient in Typing**
* **Delivery Handling**
* **Managing Team**

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **NAME** | **:** | **NAVEEN KUMAR** |
| **FATHER’S NAME** | **:** | **DILIP KUMAR PRASAD** |
| **PRESENT ADDRESS** | **:** | **New Saket Nagar , Neem Chowk**  **Doranda , Ranchi**  **Mobile: 9570-573227** |
| **PERMANENT ADDRESS** | **:** | **New Saket Nagar , Neem Chowk**  **Doranda , Ranchi**  **Mobile: 9570-573227** |
| **DATE OF BIRTH** | **:** | **11th Sep 1993** |
| **MARITAL STATUS** | **:** | **Married** |
| **LANGUAGE KNOWK** | **:** | **English, Hindi, Bhojpuri** |
| **NATIONALITY** | **:** | **Indian** |
| **RELIGION** | **:** | **Hinduism** |
| **HOBBIES** | **:** | **Making friends, reading books, Riding, listening music, visit new place .** |

|  |  |  |
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|  |  |  |
| **Date:**  **Place: Ranchi** |  | **(NAVEEN KUMAR)** |