ALOK SHRIVASTAV

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To be associated with a growth oriented firm where I have the challenging responsibility to prove and take my company to zenith of success in Operations.

**EXPERIENCE**

**12 JULY 2018 –TILL Now**

**SR. EXECUTIVE – VENDOR DEVELOPMENT,** CARZONRENT (INDIA) PVT LTD

* Responsible for preparing and onboarding VDP vendorship agreements on Presence across Delhi NCR offices.
* Responsible for preparing and onboarding Dedicated vendorship agreements on Presence across Delhi NCR offices.
* Responsible for preparing and maintaining LTR vendorship agreements on Presence across Delhi NCR offices.
* Responsible for preparing and onboarding On call vendorship agreements on Presence across Delhi NCR offices with rate approvals by concerned HOD.
* Responsible for Identifying New vendors and positive leads and converting them as dedicated vendor who can supply us maximum number of cars as per demand.
* Responsible for retention of existing vendors to solve queries of them like Payment issues, Low revenue issues.
* Responsible for Car wise revenue report on daily basis (Equal distribution of duties.)
* Responsible for maintaining and fulfill all compliance parts of all types of vendorships on monthly basis.
* Responsible to analyze on call vendor usage on daily basis.
* Responsible to organize session for provide training to vendors and driver about core values of organization and necessary training about high rated service provide to clients.
* Responsible to Car Quality checking on monthly basis.
* Responsible to maintain stability between Operations and technology like Mobile application issue, booking software issues, billing issues.
* Responsible to provide required MIS as per HOD’S call and maintaining and fulfill all compliance parts of all types of vendor ships, vehicles and drivers

**MIS EXECUTIVE,** ECOS (I) MOBILITY & HOSPITALITY PVT LTD

**9 Nov 2015-11 July 2018**

* Responsible for Non-revenue kilometer analysis on daily basis
* Responsible for Dead Kilometer analysis on daily basis
* Responsible for GPS works on pan India (Fitment, Removal, Repairing, Report analysis, bill payments analysis.
* Responsible for Car wise revenue report on daily basis (Equal distribution of duties.)
* Responsible for preparing and onboarding VDP vendor ship agreements on Presence across Nation offices
* Responsible for handling issues of VDP vendors from Induction date to FNF of payments and NOC of vehicle.
* Responsible for prepare extension agreements and termination agreement in case vendor is not interested to work with us or unable to pay EMI’S due to low revenue.
* Responsible for handling issues of VDP vendors like payment issues, low revenue issues.
* Responsible for preparing and onboarding dedicated vendor ship agreements on Presence across Nation offices.
* Responsible for handling issues of dedicated vendors like payment issues, low revenue issues.
* Responsible for maintaining and fulfill all compliance parts of all types of vendor ships.
* Responsible for provide data as per client management requirement on daily basis.
* Responsible for preparing and onboarding MMG vendor ship agreements on Presence across Nation offices.
* Responsible to track MMG vendor’s presence or absence status on monthly basis.
* Responsible for preparing and onboarding on call vendor ship agreements on Presence across Nation offices with rate approvals by concerned HOD.
* Responsible for maintaining and fulfill all compliance parts of all types of vendor ships.
* Responsible for provide data as per client management requirement on daily basis.

**JAN 2014 – JULY 2015**

**VTS EXECUTIVE,** SERENDIPITY INFOLABS PVT LTD (TAXI FOR SURE)

* Responsible for Identifying the vendors and positive leads and converting them as dedicated vendor who can supply us maximum number of cars as per demand.
* Responsible for provide training to vendors and driver about core values of organization at fortnightly basis.
* Responsible for fulfill compliance parts of vendors and drivers.
* Responsible for to install driver applications on mobile.
* Responsible for provide training about mobile application to vendors and drivers.
* Responsible to rectify driver application issue like mobile network problem, App debug

**EDUCATION**

**AUG 2012 -MAY 2015**

**BACHELOR OF COMPUTER APPLICATIONS,** KURUKSHETRA UNIVERSITY

**AUG 2009 –MARCH 2012**

**DIPLOMA IN MECHANICAL ENGINEERING,** SBTE CHANDIGARH

**SKILLS**

* Back end operations, Front end operations, Compliance.
* Self-motivated
* Good learner
* Dedicated about work.
* Prefer hard work

**ACTIVITIES**

1. Was involved in multiple process (Supply, Operations and Online / Offline Marketing) of products in Gizmo99.com and Aggregator model in Taxi for sure.com.
2. Awarded by Operation head in taxi for sure to resolve mobile app issue in Allahabad in short time.
3. Transferred to Chennai zone for one month to implement mobile application.
4. Awarded by National head to maintain stability in operations and compliance part.
5. Certified BY HARTRON for Tally & accounts.

Name - Alok Shrivastav

D.O.B. - 05/10/1992

Marital Status: Single



