

# SANJEEV KUMAR

# 2639, Ambedkar Colony, Kanheli Road, Rohtak-124001

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## OBJECTIVE

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To take an opportunity to work in your prestigious organization where I can use and prove my technical and functional skill in proliferation of your organization.

## ACADEMIC QUALIFICATION

### ❖ SECONDARY

- Disciplinary Profile : 10<sup>th</sup>
- Affiliated Board/University : Central Board of Secondary Education

### ❖ SENIOR SECONDARY

- Disciplinary Profile : 12<sup>th</sup>
- Affiliated Board/University : Board of School Education Haryana

### ❖ GRADUATION

- Disciplinary Profile : Bachelor of Arts
- Affiliated Board/University : Maharshi Dayanand University, Rohtak

## TRAINING AND EXPERIENCE

- **At present:** Working in **Shadowfax Technologies PVT LTD at Bilaspur (Haryana)** Posted as a **Sr Lead in Fulfillment center & SCM operations** (Inbound, GRN, QC, Inventory Management, Managing FIFO, Outbound-3P Dispatch, RTO Pricing, LH connections and Client Satisfaction)
- 1.2 Years Working Experiences in **Udaan Logistic**, Sonapat (Haryana), Posted as **MIS Executive in FMCG Warehouse Operations** (Inbound, Put way, Inventory Management, Picking Segregation, Dispatch and E-way Bill).
- 3.5 Years Working Experience in **Vulcan Express PVT LTD** Rohtak(Haryana), posted as **DC in Charge** (Last Mile, Delivery, Local Route Planning's, First Mile, Cash Management, Matching Pre Alert).
- 01 Year Working Experience in **ATS Logistics (Amazon)**, Posted as a **Processing Associate** ( Fleet Management, Transportation, Line Hole Management, Intra State Hub to Hub Delivery)

- 2.5 Years working experienced in a Company **JV Express PVT LTD**(Rohtak) Posted as **MIS** (Route Planning's, All type of Reports, Matching Pre Alert, Cash Management, Customer Satisfaction and Public Dealing)

### **DUTIES AND RESPONSIBILITY**

- Working with multiple customers at the same time.
- Handling warehouse operation Handling Deliveries, Inventory control, Stock verification & Invoicing.
- Supervising the completion of all checks and documentation required by law.
- Monitoring and tracking the flow of goods into ware house
- Responding to all customer complaints or queries in a efficient manner
- Made sure that all customer orders are correctly taken
- Responsible for Pick list generation and ensuring Pick up Compliance of 100%
- Returns management and reconciliation with the sellers mapped
- Complete all entry in software
- Complete cash tally with software
- Working through computerized inventory record.
- Preparing daily dispatch report
- Responsible for all inward. Outward document & dispatch document entry.
- Responsible for ensuring good performance and high motivation levels of Fes assigned.

### **COMPUTER PROFICIENCY**

- Good Knowledge of Computer
- MS Excel, Power Point, Etc
- Good Knowledge of Internet

### **STRENGTH**

- Ability to work in hard condition
- Positive Attitude
- Ability to perform strong working relationship and develop a report with Mangers, peers and external contract alike

- Punctual and dedicated to the Organization
- Ability to perform strong working relationship and develop a report with
- Good interpersonal skills

## **HOBBIES**

- Reading Books
- Listen to Music
- Visiting hisotorical Places
- Surfing internet
- Playing Games
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## **PERSONAL INFORMATION**

- Name : Sanjeev kumar
- Father's Name : Sh. Subhash Chander
- Date of Birth : 12 Nov, 1994
- Gender : Male
- Marital Status : Married
- Nationality : Indian
- Lanaguage Known : Hindi, English

**Declaration:** Finally, I certify that the above statements are true & accurate. I Hope to be a member of Your Team.

**Date:**\_\_\_\_\_

**Place:**\_\_\_\_\_

**Your Regards**

**SANJEEV KUMAR**