**GAURAV KUMAR**

**Mobile:** +91 9650526122. **Email:** gkgaurav133@gmail.com

**915, Maharshi Garden, Ghaziabad (U.P)-201309, INDIA**

**Snapshot**

A performance driven professional with 10 years experience in the areas of Transportation, Operations & Sales. Good knowledge of MS-Office, Good team player, strong team orientation qualities, hard working and enthusiastic. To be a part of a professionally managed organization and to be a part of its workforce, contributing through my hard work in the corporate world.

**Employment Profile**

**Currently working with Maxwell Logistics Pvt Ltd from Sept 2021**

**From Dec 2019 to Aug 2021 at ABC India Ltd. since Dec 2019 as Officer – Sales & Operations**

**From Feb 2017 to Dec 2019 Nissin ABC Logistics P Ltd as Executive - Operations**

**From July’11 to Jan’ 2017 at South Eastern Roadways as Operations Executive**

***The Role:***

* FTL & ODC
* Operations FTL & ODC Corporate clients handling, ODC consignments, Project transportation
* Key clients handled: Angelique International, Inteco Special Melting, Plasma, Tata Projects, DIC, and HPP.
* An effective communicator & negotiator with strong analytical, problem solving & organizational abilities.
* Key Role in Operations.
* Proficient in Vendor Development & coordination.
* Adding new vendors & brokers.
* Price Negotiation.
* Making Indent Note.
* Drafting & pleading Quotations & contracts.
* Taking costing for rate contracts & bidding.
* Making arrangement of Managing vehicles placement and on time deliveries.
* Contract Signing.
* Making BPS
* Handling Credit Control (O/S Bill, Payment Received Statement).
* Follow up of vendors, vehicles & co-ordination with team to provide timely delivery & PODs collection, bill submissions & payment collection.
* Taking Care of Documentation such as Tax Invoice, ewaybill and GST etc.
* Taking care of supplies of Many Customers as L&T, Tata Proj, DIC, SAIL and other Industries etc.
* Visiting Plants of Customers for issues related to Transportation.
* Co-ordination with Warehouse regarding Supplies and Stock.

**Key Performance Indicators (KPI)**

* Zero Delivery Failure
* Zero Demurrage in shipment.
* Zero communication gap in various channels.

**Strengths**

* Quick Learner, Self driven & good team player
* Flexible & excellent leadership, motivation skills.
* Good in planning and execution of the things
* Ability to manage a team, negotiating skills.

**Academic Credentials**

Professional Programme - Company Secretary (ICSI) from Delhi

B.Com from Delhi University

10+2 from CBSE Board, New Delhi

**Other Courses**

MS-Office & Tally 9 from APTECH Computer Education.

**IT Exposure**

**Operating Systems**: Dos, Windows 9x/2000/XP/Windows 7.

**Office Suite**: MS-Office’97/2000/XP/2003/2007, MS-Outlook, InternetExplorer

**Internet**: Perfect in working on Internet

**PERSONAL PROFILE**

Father’s Name: Mr. Sudhir Kumar Jha

Date of Birth: 29th January, 1988

Marital Status: Married

Driving License: Yes

**DECLARATION**

I hereby declare that the above information given is correct to the best of my knowledge.

**Date:**

**Place:**