

SANJAY KUMAR

Address: - Sector 39, Gurgaon, Haryana – 122022.

Contact - 6377601168

Email · sksanjay051@gmail.com

CAREER OBJECTIVE

To take up a challenging career and grows with honesty. Loyalty, good relationship and best performance and translate my experience, knowledge, skills and abilities into value for an organization.

ACADEMIC QUALIFICATION

- **2008**
 - 10th, B.S.E.R. AJMER, RAJASTHAN
- **2010**
 - 12th, B.S.E.R. AJMER, RAJASTHAN
- **2013**
 - Graduate with B.A. From M.G.S.U. BIKANER, RAJASTHAN
- **2017**
 - Postgraduate with M.A. From M.G.S.U. BIKANER, RAJASTHAN

WORK EXPERIENCE

DESIGNATION: SR. EXECUTIVE – KEY ACCOUNTS (AUGUST 2023 - Present)

GROUP COMPANY: VARUNA INTEGRATED LOGISTICS PVT. LTD

Position description:

- Checking delivery status of LR's in OTM and approving Invoices.
- Preparing soft copy for bills submitted to clients.
- Preparing outstanding report of pending payment of bills on weekly basis and providing to HOD.
- Follow up with client for pending bills payments.
- Updating claim deduction in ERP in recoverable module.
- Updating the payment collection in ERP on receipt of payments.
- Updating day to day claims in ERP based on information received from delivery branch.
- Follow up with branch related to claim for getting the amendments.
- Closing Shortage/Damage cases in DEPS.
- Reconciling claim and providing supporting in case of wrong debit made by client.
- Follow up with branches for vehicles placement.
- Rates calculation in case of Diesel escalation.
- Sending detail to Credit control to update/extend rate to new lanes in ERP.
- All report/Analysis as required by HOD.
- Report on delivery efficiency month wise & client wise.
- follow up with branches to recover claim from market vehicles in case of shortage/damage/Accident.

Soft Skills

- MS Office, MS Excel and familiar with ERP.
- A positive attitude towards my duties and responsibilities and a willingness to learn.
- Being organized and prioritizing based on the needs of the business & Team management and Adjustable.
- Good Communicating.
- Teamwork with dedication.

Previous Experience

DESIGNATION: OPERATIONS EXECUTIVE (JULY 2021 – AUGUST 2023)
COMPANY - ONMOVE LOGISTICS / ZAST LOGISOLUTIONS PRIVATE LIMITED

Position description:

- Responsible for tracking the running vehicle and route plane to ensure that vehicle should not be enroute delays.
- Responsibility to handling the emergency situations like accident, theft, RTO, border issues etc. with enroute vehicles.
- Ensuring that the vehicle reaches destination on or before scheduled time by reducing the turn-around-time of the trips.
- Responsibility of planning and placement of the vehicles. route planning to reduce vehicle running time in a trip.
- Maintaining the daily MIS (Management Information System) like acceleration, issues, customer queries, implementation etc.
- Coordinate with clients and vendors to resolve their all queries and complete Logistics resolutions in PAN India.
- Handle the client Expeditors, Flipkart, RGL, DHL, HONDA LOGISTICS
- Skills to develop smooth relations with Staff.

STRENGTH FACTOR

Good strength of working with team, Strong ability to work creative & determination.

PERSONAL PROFILES

- **Father's Name** – Sh. Mahendra Singh
- **Date of Birth** – 12 August 1994
- **Sex** – Male
- **Marital Status** – Married
- **Languages Known** - Hindi, English
- **Nationality** - Indian
- **Hobbies** - Playing Football & Reading Motivational Books

DECLARATION

I hereby certify that the above given all the information is correct to the best of my knowledge and belief.

Date:

Place: Gurgaon (Haryana)

(SANJAY KUMAR)