**OMPRAKASH**

**H.NO-2429 Adarsh Nager**

**Ballabgarh Faridabad ­**

**Pin-121004 (Haryana)**

**Ph:-8802180160**

**E-mail:- Rk34653@gmail.com**

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**Carrier Objective:-**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To work for a professional organization which provide me proper space to growth and to contribute the organization in achieving its goals by using my skill knowledge and ability to the fully.

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**Educational Background\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Degree** : Bachelor of Arts (B.A)

**University** : Delhi University

**Passing out Year** : 2011

**­Class** : 12th

**Board** : H.B.S.E

**School** : Rawal senior secondary school

**Passing out Year** : 2008

**Class** : 10th

**Board** : H.B.S.E

**School** : Nave Jyoti public school

**Passing out Year** : 2006

**Skills and Strengths\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Takes up Challenges in a more Positive, Composed yet Competitive spirit.
* Excellent Team Building and Leadership Skills.
* Willingness to take new responsibilities and challenges.
* Hard-Worker in extreme conditions.
* Ability to Lead Changes.

**Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization :** **D.K Buildcon P.V.T L.T.D (FBD)**

**Designation :** (Site Incharge )

**Role :** ­Take care site and deal all vendors, coordinate all

Senior regarding for site activity or site problem.

**Duration :** **March 2013 to Oct 2014**

**Organization :** **Amazon Transportation Service Pvt. Ltd.**

**Designation :** (**Store Pickup Process Associate)**

**Roll** **­ :** Take care of One Branch, team handle 20+ people and meeting

With all team member regarding for any issue, maintain

Attendance and Fuel on daily basis for all team member and

Maintain all courier packets data, Update warehouse logs and computer database consistently and accurately.

**Duration :** **April 2015 to may 2016.**

**Organization : SBC Logistics pvt ltd (FBD)**

**Designation : ( MIS - EXECUTIVE )**

**Roll :** My primary role is MIS executives handling incoming material

& dispatch to different location, Trip account settlement, Route expenses, Loading & Unloading, POD Management,

Documentation, Driver management, working in MIS & other Software & Internet all work, supply cold chain management, MS Excel & Word knowledge full, Tracking of vehicle through ERP, Telephonic Communication with driver, Daily update vehicle location Preparing of driver expense sheet and Billing co-ordinate with vendor for timely pick-up of material, Ensure all warehouse registers are updated daily and open to audit and maintain Road permit and Way-bills of all Trucks..

**Duration : May 2016 to present.**

**Technical Languages\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* MS-office
* Internet surfing and Malign.
* MIS Software operating

**Personal Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name : OMPRAKASH

Fathers Name : Sh. Rakesh Kumar

Date of Birth : 14-8-1990

Sex : Male

Marital Status : Married

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Nationality : Indian

Language : English, Hindi

**Declaration**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above mentioned information is correct and to the best of my knowledge. (Sign…..)