

## CURRICULUM VITAE

### RAKESH KR SHARMA

**ADDRESS :- VILL-BODARHI POST-DAWATH, POLICE STATION - DAWATH,  
DIS-ROHTAS (BIHAR)**

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### CAREER OBJECTIVE

To contribute 100% of my ability to fulfill the requirement of the organization and learn skills which is helpful in my personal growth .

### Working Experience

**Working as a OE ( Operation executive ) in M/s SAFEXPRESS PVT LTD since SEP 2017 till date in Faridabad .**

Looking for Transshipment & Delivery operation during morning & night shift where we need to connect consignment from our hub to PAN India.

Unloading & loading of the consignment .

Cross check all the required documents like our waybill , invoice copy & E-waybill if applicable .

Cross check of the weight of the consignment if required, so that revenue of the company can increase .

Connect the consignment with in 12 hours of its arrival .

Taking stock of consignment after every 24 hour .

Warehouse management, Document control & floor management .

Resolve short -excess issue .

Handle labour & driver of vehicle time to time.

Handle deliveries in local area during morning shift.

### PROFESSIONAL SKILLS

Basic concept & terms used in logistics.

Learn process of booking & delivery .

## **COMPUTER & TECHNICAL SKILLS**

Basic Knowledge of Ms Word, Ms Excel, Power Point, Internet Etc.  
6 month Dca(Diploma in computer applications)

## **EDUCATIONAL QUALIFICATION**

B. Sc in Che. Honu. From veer Kunwar Singh University Ara in 2017.

10+2 from B.S.E.B. PATNA in 2014.

Matric from B.S.E.B. PATNA in 2012.

## **STRENGTH**

Self- Confidence  
Hard Working  
Good Communication Skill

## **PERSONAL DETAIL**

Date of birth	:	07-05-1997
Fathename	:	Mr. RAMNATH SHARMA
Nationality	:	Indian
Marital status	:	Unmarried
Sex	:	Male
Languages Know.	:	Hindi, English
Salary expected	:	Negotiable
Religion	:	Hindu

Signature

**( Rakesh Kr Sharma. )**