**CURRICULUM VITAE**

LALIT KUMAR

Address – House No – 70,

Gali Number – 4, Bagh Colony

 Tibra Road Modinagar Ghaziabad -201204

Contact No.: 8586865371

E-Mail ID – lalitkumarc208@gmail.com

**CAREER OBJECTIVES**

To utilize my positive attitude towards the development of your organization working as family only with one goal **“SUCCESS”.**

**EDUCATION QUALIFICATION**

* Graduate from University of Delhi in B.A. Programme
* 12th Passed from C.B.S.E. Board
* 10th Passed from C.B.S.E. Board

**EXPERIENCE**

**Current Experience:**

**Working with** - Avon Solutions & Logistics Pvt. Ltd.,

**Client Name** - Accenture Solutions Pvt. Ltd.

**Designation** - Mail Room Team Leader.

**Duration** - 21st Dec. 2015 to 31- May- 2020.

**Roles & Responsibilities:**

* Successfully giving training to our new mailroom staff.
* Monthly Tally vendor invoice with mail room our data.
* Manage all MIS and reports with regards to mail room operations and respond to all
* Keeping All Booking Details for Shipment for all projects & coordinating to track them until Delivery / RTO.
* Preparing the monthly performance report.
* Managing vendor accounts and generate reports, as deem necessary
* Manage attendance and attendance incentive for the team.
* Delegate tasks and set deadlines
* Oversee day-to-day operation
* Monitor team performance and report on metrics
* Motivate team members
* Listen to team members’ feedback and resolve any issues or conflicts
* Suggest and organize team building activities
* Resolving the Queries & Complaints of employees
* Currently working on Mail Master Wiz Pro Software.
* Internet & Mailing communication through Outlook etc.To be helpful for Manager (HOD) to handle all site in the absence of senior.

**Previous Experience:**

Worked with - **Avon Solutions & Logistics Pvt. Ltd.,**

**Client Name** - **Flipkart India Pvt. Ltd.**

**Designation** - Mail Room Executive.

**Duration** - 1st Aug. 2013 to 19th Dec. 2015.

**Roles & Responsibilities:**

* Handling inbound & outbound couriers
* Resolving the Queries & Complaints of employees
* Courier tallying, close the status of the courier & reporting
* Currently working on Mail Master Wiz Pro Software.
* Internet & Mailing communication through Outlook etc.

Worked with - **ONDOT Couriers & Cargo Ltd., In Faridabad Branch.**

**Designation** - Customer Services Executive & Data Entry Operator.

**Duration** - 14th Nov. 2010 to 31st July 2013.

**Roles & Responsibilities:**

 ● Worked in On-dot software for handling and other operation work Inter Branch

 Reconciliation

 ● In-scan & Out-scan Data Entry of Expense

● Daily MIS Report

● Inbound Queries & Complaint resolved

● Outbound Queries & Complaint resolved

● POD Shootout

**PROFESSIONAL SKILLS**

* Basic Knowledge of Computer. Like **MS-Office**(Word, Excel & Power Point), complete Internet knowledge and mailing like g-mail, outlook etc.

**KEY STRENGTH**

* Punctual, Hard Working, Positive Thinker, Quick Learner.

**PERSONAL DETAILS**

Father’s Name : Sh. Ashok Kumar

Date of Birth : 20th May 1993

Gender : Male

Languages Known : Hindi & English

Religion : Hindu

Marital Status : Married