CURRICULUM VITAE

**PERSONAL DETAILS - MONU KUMAR**

Residential Address: Sec-82,

 District:Gautambuddhnagar UP. (201304)

Mobile: +91 9582091469

Email: monu05391@gmail.com

Date of Birth: 23th April, 1994

Nationality: Indian

Present Address Noida

**PROFILE SUMMERY**

* 4.5 years experience in industry.
* Currently associated with **RacknSell Online Services Private Limited** as a **Senior operations Executive.**
* Efficient organizer, motivator, team player and a decisive leader with the ability to motivate teams to excel and win.

**CAREER OBJECTIVE**

To excel in my profession with a reputation for professionalism & commitment and thereby add value to the organization. Execution each task with finesse.

**ORGANISATIONAL EXPERIENCE**

**RacknSell Online Services Private Limited as Senior operations Executive from April 2019 to till now**

* Responsible for Supplier management for timely delivery.
* Coordinating dispatches with suppliers, sharing shipping documents.
* Suppliers bill verification and payment coordination.
* Shipments tracking and check supplier invoicing.
* Handling Escalations from client side and resolve.
* Building good relationship between supplier and client.
* Good knowledge of transport and courier provider like Wefast, Bluedart,FedEx and Porter.
* Responsible for managing supplier for timely delivery.
* Ensure that the customer demands are met on time and minimizing the costs of storing and transporting goods.

**Blossom Kochhar Beauty Products PVT. LTD, as Logistics Executive from Dec 2017 to April 2019.**

* Responsible for timely Dispatch of all Ecommerce/online order and Distributors order.
* Responsible for managing supplier for timely delivery.
* Responsible for bill verification and payment coordination.
* Reporting for inventory levels.
* Ensure that the customer demands are met on time and minimizing the costs of storing and transporting goods.
* Building good relationship from customer end, supplier, vendors & transport carrier.
* Maintaining stock of packing materials and consumables.
* Making Daily Dispatch Report.
* Well versed in MS Office.
* Knowledge of Tally (ERP) and Microsoft Navision.

**DIXON TECHNOLOGIES INDIA .LTD.As Logistics Executive from September2015 to Dec 2017**

* Monthly plan updated in Production MIS.
* Concern with Product team for kit availability.
* Data wise plan circulate to all concern.
* Weekly material shortage circulates to all concern.
* Placing Purchase order for supplier.
* Confirming Customer PO in ERP.
* Making invoices and generating tag through EDI.
* Making Daily Dispatch Report.

**EDUCATION HISTORY:**

July 2011 – June 2015 **GREATER NOIDA INSTITUTE OF TECHNOLOGY, GREATER NOIDA**

*B.Tech in ELECTRONICS & COMMUNICATION ENGINEERING*

Completed with 72.3% Marks.

July 2009 – May 2011 **LEELAWATI PUBLIC SCHOOL, (CBSE), GHAZIABAD**

*Intermediate Certificate Equivalent*

Completed with 72.6% Marks

July 2008 – May 2009 **NOIDA PUBLIC SCHOOL, (CBSE), SEC-23, NOIDA**

 *Matriculation Certificate Equivalent*

Completed with 67% Marks

**OTHER SKILLS**

**IT Skills:**

* **Operating Systems:** Windows (98, 2000, XP, Windows 7, Windows 8, Windows 10)
* **Utility Software:** MS-excel, Word, Power point

**Language Skills:**

* English - (Reading, Speaking & Writing)
* Hindi - (Reading, Speaking & Writing)

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment.
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team
* Ability to plan & execute work in pressured situation.

**INTERESTS AND ACTIVITIES:**

* Cricket, Internet Surfing.