NARENDER KUMAR

Mobile: +91-9871032395

E-mail: goswamigoswami99@gmail.com

 Skgoswami519@gmail.com

CAREER OBJECTIVE

To work with an esteemed Organization where I can utilize my talent to its maximum and to provide full support in growth of Organization & personal as well as,

ACADEMIC QUALIFICATION

* 10+2 from Delhi.
* BCA Graduate.

 COMPUTER PROFICIENCY

* DIPLOMA IN COMPUTER APPLICATION
* TALLY COURSE
* TYPING COURES 40 PM WITH 95% ACCURACY

COMPUTER PROFICIENCY

Operating system:-Window server 2000, Window XP, Window-7 Professional & b MS-Office 2010

Well versed with Internet & Its Utility

EXPERIENCE

 1 CURRENTLY WORKING WITH AIR INDIA SATS (LEAD ASSISTANT) CORPORATE

 2 AVSEC

 WORK PROFILE

* Making Roster on Daily basis with Distribution.
* Updating emails regarding Rosters changes etc. in Master Data.
* Attending all phone calls in shift and coordinating with Vendors accordingly to query.
* Solving queries of staff regarding clubbing in Pickup/drop and coordinating with vendors supervisors.
* Sending emails regarding Cancellations, Extra, & Changes in Roster accordingly.
* Solving sudden changes like extended or early shift Pickup/Drop by DMs, even sometimes not informing to the Transport Dept. by DMs & arranging cabs at last movement.
* Maintain the Delay Register on Daily Basis in Shift timing.
* Maintain Cancellation Register on Daily Basis in Shift timing.
* Maintain the Route Charge Register on daily Basis.
* Updating Master Roaster in Every month end due to all Airlines Roasters change by all departments.
* Generate MIS report every month end due to all Airlines.

ASSETS

Good understanding of Human Behavior, keep desire to achieve Success, Self Discipline, Optimistic attitude, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

PERSONAL INFORMATION

Date of birth : 20th Dec 1994

Father’s Name : Mr. Rajbir

Address : H. No –13Surakhpur Road Gopal Nagar, Najafgarh New Delhi 110043

Nationality : Indian

Marital status : Single

Languages known: English, Hindi

Marital status : Unmareed

Strength : Positive Attitude Confidence

 DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:-

Place: - Najafgarh ( Narender Kumar)