# RESUME

**RAUSHAN KUMAR SINGH**

**4YEARS 11 Months experienced as a VARUNA GROUP (Executive), NORTH WEST CARRYING COMPANY LLP (MIS Cum Logistic Coordinator), South Carrying Corporation (Billing Executive) & SEAGULL LOGISTICS COMPANEY (Traffic controller & ERP handling)**

Mob: -**9507711347**

Email- smileraushan99@gmail.com

**OBJECTIVE**

To attain meaningful and challenging career growth with stability in a professional managed growth oriented and dynamic organization, where I can share my practical experience, with positive professional driven approach and further.

**CurrentResponsibility**

**Present Employer**: **- VARUNA GROUP (VARUNA WAREHOUSING PVT. LTD)**

**Designation: - Executive**

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | School/College | Board / University | YEAR | Class | Per. (%) |
| MASTER IN SOCIOLOGY |  A. N. COLLEGE PATNA  | M. U. | 2015 | FIRST CLASS | 64.00 |
| GRADUATE IN SOCIOLOGY | MAHABODHI COLLEGE CHAKAN GAYA  | M. U. | 2012 | FIRST CLASS | 60.00 |
| CLASSXII  | R. K D. COLLEGE,PATNA  | BSEB, PATNA | 2009 | FIRST CLASS | 67.60 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CLASS X | L. N. S. R. HIGH SCHOOL | BSEB, KURMICHAK PATNA | 2007 | SECOND CLASS | 54.80 |

**CERTIFICATION**

* One month vocational training in BHARTI INSTITUTION PATNA

**EXPERIENCE (4 YEARS 11 month)**

**1>As a Billing Executive in South carrying corporation house 12thMay 2015 to 01stMay 2017.**

* **Job description – Working as Traffic controller, ERP Handling & easily to work on excel.**
* **Doing Billing of customer as per contract & PO Basis.**
* **Maintaining Various kind of MIS (Like Daily MIS Report & Billing Report)**
* **Following Of Customer for Billing Purpose**

**2> As a Billing & MIS Executive from 02 May 2017 to 10 Apr 2018 in Seagull Logistics.**

* **Job description – Working as Traffic controller, ERP Handling & easily to work on excel.**
* **Doing Billing of customer as per contract & PO Basis.**
* **Maintaining Various kind of MIS (Like Daily MIS Report & Billing Report)**
* **Following Of Customer for Billing Purpose.**

**3> As a MIS Cum logistic Coordinator from 03May 2018 to 16 Mar 2019 in NWCC.**

* **Job description – MIS, Logistic Coordination with Customer & Vendor ERP Handling & easily to work on excel.**
* **Warehouse executive ( Vehicle placement loading & unloading , LR making)**
* **Maintaining Various kind of MIS**
* **Following Of Customer for PO and allocation purpose**

**4> As a Executive from 25 March 2019 to till date in VARUNA GROUP.**

* **Job description – Executive & easily to work on excel.**
* **Warehouse executive**
* **Inward and outward of material management**
* **Inventory management**
* **Manpower management**
* **Daily report of manpower performance**

**KEY POINT**

* **Good knowledge of excel.**
* **Customers handling.**
* **Team handling, management & Documentation.**
* **Good Communication Skills & Ability to work under pressure.**
* **Efficient in planning & execution, hard-working and devoted.**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Full Name | **RAUSHAN KUMAR SINGH**  |
| Father’s Name | **RAM PUKAR SINGH**  |
| Date of Birth | **28TH Feb 1992** |
| **Languages Known** | **English & Hindi**  |
| **Experience** | **4 Year 11 Months** |
| **Address** | **VILL + PO – ALAWALPUR PS – GAURICHAK DIST- PATNA BIHAR – 803203** |
| **Marital Status** | **Single** |
| **PAN No** | **GDFPS2708D** |

**DECLARATION**

**I assure you that all the information furnished by me above are true and correct to the best of my knowledge.**

**PLACE : Jaipur**

**DATE :** (**RAUSHAN KUMAR SINGH)**