

# Yatendra Kumar

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**Contact:** +918802304619

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Seeking for a position in a dynamic organization which will help me to prove my potential and do the best for the growth of the organization.

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## Professional Preface

*A technically accomplished and sophisticated professional with Total **8 years** of experience in **Telecom Project** in: -*

### Operation & Maintenance

#### Project Coordinator

### Warehouse Management

#### MIS Executive (TSP Commercial)

### Team Management

#### TSP Commercial Head SCM

- ⇒ **Currently working with Ardom Towergen Pvt Limited as IME Coordinator/Warehouse Manager (SCM) since August'2021 posted at Patparganj Delhi.**
- ⇒ Maintaining project documentation, plans and reports, assigning tasks and controlling schedule.
- ⇒ Organizing kick off meeting, coordinate with internal stakeholders to ensure project is on track.
- ⇒ Maintaining and update the asset master data with 100% sites.
- ⇒ Preparing MIS on Uptime, Opex, replacement Capex and other operational expenses & reporting to HO as per schedule.
- ⇒ Ensure Equipment's faults and customer faults are resolved well within agreed SLAs (service level agreement)
- ⇒ Tracking and directing the workflow of faults and planned events.
- ⇒ Execution and approval of planned event of respective region
- ⇒ Responsible for the day-to-day site monitoring & access control at sites
- ⇒ Working within a Fault management environment, determining the root cause of reported problems and helping to identify solutions.
- ⇒ Monthly Basis Warehouse Audit with Customers.
- ⇒ Monthly & Quarterly Basis All Equipment (A & B class) Reconciliation With client (Indus Towers).
- ⇒ Releasing Purchasing order for Vendors Equipment's.
- ⇒ Daily Basis Stock Maintained for new Purchasing order releasing.
- ⇒ Transportation & Logistics Optimization.

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## IT Skills

**Operating System** : Windows 98, 2000, XP, Vista, Window7 and Window10  
**Packages** : MS Excel, MS PowerPoint, MS Outlook, MS Word

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## Scholastics

**B.Sc(H)** Dayal Singh College, Lodhi Road Delhi  
Delhi University, Delhi in 2013.

**M.SC** (Mathematics) Maa Janki Management Institute  
Agra University, UP-2017

**XII**  
CBSE Board in 2009.

**X**  
CBSE Board in 2007.

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#### Personal Dossier

<b>Father's Name</b>	:	Shri Murari Lal
<b>Date of Birth</b>	:	3 <sup>rd</sup> March 1992
<b>Sex</b>	:	Male
<b>Nationality</b>	:	Indian
<b>Strength</b>	:	Punctuality, Commitment, Dedication, Ability to work in a team.
<b>Permanent Address</b>	:	P 37 A Rc-589 Rajeev Nagar Khora Colony District- Ghaziabad (U.P)- 201309

#### Declaration: -

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

**Date:**

**Place:**

**(Yatendra Kumar)**