

# **RESUME**

## **RAJ KUMAR**

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### **OBJECTIVE**

To work with an organization where can learn new skills and increase my abilities for the organizational goals as well as myself.

### **EDUCATIONAL QUALIFICATIONS**

- Passed out Graduation from MUZAFFARPUR University In 2023 With 51.75 % Marks
- Passed out 12<sup>th</sup> from BSEB Board In 2019 With 64 % Marks
- Passed out 10<sup>th</sup> from BSEB Board In 2017 With 63.2 % Marks
- Advance Diploma In Computer Applications(ADCA) from CDAC ASIA In 2020

### **TECHNICAL KNOWLEDGE & SKILLS**

- MS Office (Excel & Word)
- Google Docs, Sheets & Drive
- Documentation
- Good Communication Skills

### **WORK EXPERIENCE**

Total 3+ years of work experience in Logistics

COMPANY : OMS Logistics Pvt Ltd.  
WORKED AS : Computer Operator in Faridabad(HR)  
PERIOD : December 2021 to September 2023

COMPANY : OMS Logistics Pvt Ltd.  
WORKED AS : Operation Executive in Haldia(WB)  
PERIOD : September 2023 to June 2024

COMPANY : OMS Logistics Pvt Ltd.  
WORKED AS : Operation Executive in Rajapura(PB)  
PERIOD : July 2024 to till date.

### **Job Activities:**

- Vehicle tracking
- Document Preparation
- POD Tracking
- LR Entry
- THC Entry
- Billing

- Vehicle Verification
- E-way bill Generation

### **STRENGTH & HOBBIES**

- Hard & Smart Working
- Honest & Punctual
- Good Communication skill
- Reading books & Listening to music

### **PERSONAL DETAILS**

Date of Birth : 02-02-2002

Gender : Male

Address : Vill -Parsa Post -Sirni Bazar Ps -Govind Gunj Dist -East  
Champanan BIHAR

Father's Name : Shashikant Prasad

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi & Bhojpuri

### **DECLARATION**

I hereby confirm that all the above-mentioned information is true and correct and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Date:

Signature