

Post Applied For: Operations Executive/Office Assistant



NAME: HARSH VASHIST

PHONE NO. 8744985758

EMAIL: tutorharsh@gmail.com

Career Objective:

Motivated and detail-oriented graduate eager to begin a dynamic career in logistics and operations. Seeking the position of Operations Executive in a leading courier company to apply strong organizational skills, problem-solving abilities, and a keen willingness to learn. Committed to ensuring efficient shipment processing, timely deliveries, and seamless coordination to enhance operational efficiency and customer satisfaction.

Education:

Degree	UNIVERSITY /BOARD	Year of Passing	Percentage /CGPA	Relevant Courses /Subjects
Bachelor's Degree	DELHI UNIVERSITY	2015	75%	BA(H) SANSKRIT
Higher Secondary (12th)	CBSE	2011	57%	Physics, Chemistry, Biology, English
Secondary (10th)	CBSE	2009	67%	Science, Social Studies, Math, English, Hindi, Sanskrit

Key Skills:

- **Logistics & Supply Chain Management** – Understanding of shipment handling and tracking.
- **DRIVING LICENSE:** TRANS and LMV with BADGE
 - ✓ DL03 20130396214 (DL No.)
 - ✓ P080049424 (Badge No.)
- **Route Optimization** – Ability to plan and coordinate efficient delivery routes.
- **Inventory Management** – Keeping track of packages and ensuring timely dispatch.
- **Data Entry & Record Keeping** – Accurate documentation of deliveries and customer details.
- **Typing Speed: 26 wpm**

Soft Skills

- **Communication Skills** – Clear interaction with customers, vendors, and team members.
- **Time Management** – Ensuring deliveries are completed within deadlines.
- **Problem-Solving** – Addressing delivery delays or customer queries efficiently.
- **Adaptability** – Handling unpredictable situations such as traffic delays or last-minute changes.

Customer Service & Coordination

- **Client Handling** – Resolving customer concerns professionally and maintaining satisfaction.
- **Team Collaboration** – Working seamlessly
- **Attention to Detail** – Ensuring the correct packages reach the right destinations.

Volunteering & Extracurricular Activities:

- National Cadet Corps **C** certificate with B grade

Expected Salary: INR 35,000 (Negotiable)

Personal Information:

- Marital Status: Married
- Date Of Birth: 07/11/1994