

# VIKAS KUMAR

H.N.1637A, Jawahar Colony, N.I.T., Faridabad, Haryana

Contact No.: 09718971876

E Mail: [vikas1637@rediffmail.com](mailto:vikas1637@rediffmail.com)  
Vikas.kumararora@gmail.com

*Deputy Manager-Logistics*

*Logistics/Sales Coordinator*

**Preferred Location:** Delhi/NCR

A competent professional with more than 11 years of experience in Logistics (Export & Domestic)/Finished Goods warehouse/Transportation & Management reports. Managing the office and planning for daily work. Competency in the procedures of order receiving, material preparation, dispatch planning and well versed in preparing MIS reports. Expertise in implementing cost saving measures to achieve substantial reduction in terms of overtime, transportation cost etc.

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## AREAS OF STRENGTH INCLUDE

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- ⇒ **Logistics/Commercial Operations/Dispatch Planning/Warehouse Management:** Planning of Preparation of orders as per Customer's requirement and as per the regulations .Arranging the dispatch according to plan date. Order Tracking and monitoring. Preparation of MIS reports. Knowledge of Export Procedure.

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## CAREER SCAN

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**Since June' 08: Olympus OPTO Systems India Pvt. Ltd., Delhi as Dy. Manager-Logistics**

*Role:*

- 1 Handling a team of 5 people.
- 2 Draft, place & execute the customer orders received from public sector as well as private sector.
- 3 Direct, coordinate, monitor and review the work involved in receiving, storing, schedule transportation, dispatching of material and other related activities.
- 4 Coordination with Production/Dispatch Department for timely delivery.
- 5 Looking after purchases from Indian Market.
- 6 Vendor development.
- 7 Coordination with dealers, customers & Marketing/Sales Department for orders, dispatches, credit notes, C-forms, payments, road permits.
- 8 Shipping documents/information to Customer/Sales person.
- 9 Regular follow up with transporters for timely delivery.
- 10 Coordination with Insurance Company for insurance of goods, Lost/broken items.
- 11 Handling MIS reports & daily reporting..
- 12 Clearance of tours and office expenses.
- 13 Handling of Petty Cash for day to day expenses of department.
- 14 Knowledge of Export procedure

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**CAREER SCAN**

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**Aug.' 06 – June'08 : Poly Medicure Ltd., Faridabad. as Dispatch Officer***Role:*

- 1 Preparing the documents related to export like Invoice, ARE1.
- 2 Responsible for all the activities related to dispatch (Export & Domestic)
- 3 Liaisoning with custom clearing agents.
- 4 Managing Finished Goods Ware House with different product code.
- 5 Responsible for acknowledgement of order receiving and for making invoices.
- 6 Maintaining RG-1 with daily production reports and dispatches.
- 7 Tracking of consignment with transporters.
- 8 Coordination with different department such as purchase, Accounts, Excise and Sales.
- 9 Responsible for all the container stuffing & loading of trucks.
- 10 Clearance of transporters bills.

**May.' 04 – June'06: Bhartia Industries Ltd.. Faridabad as Jr. Officer Logistics**

- 1 *Role:*
- 2 Well conversant with SAP.
- 3 Participated actively in implementing online in system to Dealers/ Branches for the dispatches on a particular day.
- 4 Proactive tracking of consignment sent through couriers for timely delivery.
- 5 Fair dealing with invoices and send information to dealers.
- 6 Managing finished goods warehouse having inventory of 20 crores of different product code.

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**Achievement**

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- ⇒ Employee of the month (for Dispatch) in Poly Medicure Ltd. in Jan.2008.
- ⇒ Employee of the year (for Logistics Support) in Olympus India Pvt. Ltd. in 2010-11.

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**EDUCATIONAL QUALIFICATION**

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- 1 Passed MBA from Vinayaka Mission University in the year 2010 in Supply Chain Management.
- 2 Passed Graduation from M.D.U. in the year 2004 securing 55% marks.
- 3 Passed 12<sup>th</sup> from H.B.S.E. in the year 2001 securing 58% marks.
- 4 Passed 10<sup>th</sup> from H.B.S.E. in the year 1999 securing 63% marks.

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**IT SKILLS:** Basic knowledge of Computer Software in MS-Excel, MS-Word, Tally and ERP-SAP, Profit Plus

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**PERSONAL DETAILS**

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Father's Name : Sh. Rampal  
Date of Birth : 08<sup>th</sup> Aug.1983  
Language Known : Hindi & English  
Marital Status : Married

**(Vikas Kumar)**