

PERSONAL DETAIL

Name **Suraj Kumar**
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Address 14432, ST 1, New Punjabi Bagh, Ward No. 8,
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Ludhiana, Punjab (INDIA), 141007
Passport detail R6466823
Date of Birth 12/09/1993
Gender Male
Marital Status Single
Languages Known English, Hindi, Punjabi



CAREER OBJECTIVE

Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.

EDUCATION DETAILS

Year of Passing	Degree/Course	Percentage/CGPA
2010	Matriculation (10th) Shri Bhawani Model High School , Punjab School Education Board	55 %
2015	Senior Secondary (12th) Mukt Vidya Mandir School , Punjab School Education Board	62 %
2014	Diploma Ludhiana Polytechnic College , Punjab State Board of Technical Education	58 %
Pursuing	Graduate (Bachelor of Art) Lovely Professional University ,	

WORK EXPERIENCE

Apr-2014 - Jan-2017 **Well Trans Logistics india Pvt Ltd**
Operation Coordinator Executive
Import & Export Operation Work, Coordinate with Customers & Supply Chain Team, Arranged Movement & Carting From Surveyor, Prepare Report & Submit to Office Team.

Feb-2017 - Aug-2017 **National Highway Authority (Soma isolux Tollway Pvt Ltd)**
Toll Collector & Customer Service Executive
Coordinate With Customers Dealing & Also Provide the Services with Toll Collection, Manage Counter Cash, Prepare all over report & Submit to Management Team. Work Properly with Hardwork During Day & Night shifts.

Oct-2017 - Till Today

Right Source Logistics

Operation & Customer Service Executive

Import & Export Operation Work, Coordinate with Customers & Supply Chain Team, Arranged Movement & Carting From Surveyor, Prepare Report & Submit to Office Team.

SKILLS

Computer Operator

i have a good knowledge of computer.
eg. Emails, Ms Word, Ms Office, Internet Browsing

Good Communication

Good Communication skills in English,Hindi, & Punjabi

Team Leading & Good Team Player

capability Doing Work in Day & night shift & Manage the all Team with Postive Behavior & Skills, Also Work With a Team.

Multi-Tasking Work

Multi-Tasking abilities with Proficiency in organizing & Managing Different Task

Group Bike Riding.

1. Ludhiana To Agra (550 Kms) Completed with 10 Hours
2. Ludhiana To Jammu (350 Kms) Completed With 7 Hours

Hardworker & Fast Learner

Capability to Complete work in any situation, Also Capable to work in shifts with Hard work.

AREAS OF INTEREST

Official Work, import & Export Work

HOBBY

Travelling, Long Distance Bike Riding Trips, Listening Music, Make New Friends, Earn More Money, Social Work

DECLARATION

I hereby declare that all the above information is true to best of my knowledge

Suraj Kumar