# PRATIK

Curriculum Vitae

**PERSONAL DETAILS**

Birth: December 10, 1986

Gender: Male

Marital Status: Single/Unmarried

**PROFILE**

A confident post graduate looking for a mid level job that will utilize organizational values and communication skills to the betterment of organization and himself.

**KEY SKILLS**

* Responsible attitude
* Patience, calmness and kindness
* Fluency to use computers
* Communication
* Fluency in English and Hindi language (verbal and written)
* Friendly
* Promoting good work practices
* Building a good rapport with co- workers and other staffs in a company

**WORK EXPERIENCES**

**Emergency Logistics Assistant** May 2015-Mar 2016

International Medical Corps (IMC), Full Time

Key Roles:

Transport section:

* Preparation and review of movement plans on a daily basis
* Daily Checklist verification regarding the condition of vehicles
* Preparation and distribution of new log sheets when required to drivers and also daily checking of log sheets to find out whether the information is entered correctly or not
* Take notes of movements requests via. Mails, messages, phone and in person.
* Responsible for taking care of vehicle keys
* Track the movements on a daily basis in Ms Excel
* Updating and maintaining vehicle master list
* Update vehicle status report
* Daily checking and maintaining of drivers attendance records
* Preparation and provision of travel forms, incident report forms and waiver forms to all the vehicles
* Record and maintain filings of log sheets, daily verification, attendances, travel forms, waiver forms and contracts
* In case of vehicles having any kind of issues, contact the workshop and follow up on a regular basis
* Dealing specifically with passenger cars, four wheel jeeps, Pickups and Big Vans.
* Ordering/changing of vehicles as per the changing requirement
* Arrangement of extra vehicles in case of urgencies
* Conduct weekly meetings with drivers to know their emerging issues if any
* Establish and maintain good relationships with vendors
* Updating and maintaining of vehicles identification through specific numbers or alphabets
* Preparing and reporting vehicle performance reports on a weekly, monthly and quarterly basis via. mail to management
* Preparing work orders under Blanket Purchase Agreement (BPA) on a monthly basis and sending it to vendor for the requirement of vehicles.
* Checking/noticing of customers behavior through our staff (Driver) to identify and note down any harming activities if done and report to their concerned supervisors and mine as well
* Operating transport functions as per the amendments of the government
* Helping finance department in clearing payments to the vendors
* Preparing, issuing and recording Procurement Requisition Forms (PRFs), vehicle payment analysis reports and work order on a monthly basis.

Warehouse section:

* Selecting suitable location for the new warehouse where I focused into proximities to point of entry and beneficiaries, nature of existing buildings, security condition, the context, site condition, access, local services, research mentalities of local people, land size available, purpose of warehouse, previous use of the facility and access to labor
* Selecting appropriate warehouse inside that particular area. Here I focused into nature and characteristics of goods to be stored, availability of equipments if needed, duration for storage needed, compound attributes such as spacious parking and smooth entry and exit and lastly secure environment
* Designing the space layout for general storage area, area for goods received, consignment picking and dispatching
* Planning of resources in regards to various considerations such as space for naming and locating numbers for products, easy access to stacks for different purposes, sizing of goods receipt and dispatch area, storage of cleaning materials and supplies, area for storing damaged or to be disposed stocks and also area for repacking stocks and placing into separate area
* Giving attention to special storage needs as they require different kind of environment for the storage purpose such as medical supplies, drug shipments, hazardous products such as fuels and gases and antibiotics and vaccines
* Focus into the needs of resources for the warehouse. For instance some of them are forms, calculators, stationery, tools for maintenance and repair, supplies, measuring tapes, pallet jack, pallets and first aid kits
* Preparation, issue and sign of paper works which include Waybills, Goods Received Notes, Packing lists, Goods Issue Order, Stock Card and Bin Card
* Another is the following up of technicalities such as cost of lease, duration of lease, security arrangements, information about the ground or floor strength, weight capacity of equipments and insurance. However the major part is controlled by procurement department
* Checking of receipts and issues of stocks with purchase order and issue order.

**EDUCATIONS AND QUALIFICATIONS**

Master in Business Administration. Marketing 2012-2014

King’s College (International American University).

Subject includes Strategic Brand Management, Retail Management, Channel Management and Public Relation.

Bachelor in Business Administration. Finance 2006-2010

Campion College (Tribhuwan University)

Subject includes Investment Analysis, Financial Institutions and Markets, Capital Investment Decision and Working Capital Management.

Undergraduate (+2). Commerce 2004-2006

United Academy

Schooling. Optional Math 1990-2004

B.R.L Memorial School.

**INTERESTS**

* Fitness and lifestyle
* Travel

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