**Curriculum Vitae**

**Ravi.**

**E-mail:** [**Ravi.361862@2freemail.com**](mailto:Ravi.361862@2freemail.com)

**OBJECTIVE:**

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

**PERSONAL DETAILS:**

* **Date Of Birth:** 25/06/1988
* **Marital Status:** Single
* **Languages:** English, Hindi, Gujarati
* **Nationality:** Indian
* **Hobbies:** Listening Music, and Playing Cricket , Travelling
* **Visa Type:** Visit.
* **Visa Expiry:** 04/04/2017

**ACADEMIC RECORDS:**

* **S.S.C.** from Gujarat Secondary Education Board (City High School) in March 2004.
* **H.S.C.** from Gujarat Higher Secondary Board (Kameshwar Higher Secondary School) in March 2006.
* **Bachelor of Commerce** (with Advanced Accounting and Auditing) from Gujarat University (N C Bodiwala Commerce & Arts College) in April 2009.

**ACHIEVEMENT:**

Best Performance of the Month in Velex Logistics Pvt .Ltd.

**WORK EXPERIENCE:**

* **Flipkart Services Pvt. Ltd. (08/2015 – 11/2016)**
* **Responsibility: Hub Incharge.**
* Handling Branch Operation Work to the Particular Branch.
* Handling Team Leader & Delivery Team Also.
* Handling Daily Finance Cash Report in Hub
* Daily Manage All Pending Shipments Reports,
* Maintaining MTD, (Month to Date Reports)
* **Velex Logistics Pvt. Ltd. (12/2013 – 07/2015)**
* **Responsibility: Sr. Branch Operation Head.**
* Handling All Branch Operation work.
* Handling Back Office Staff.
* Preparing Daily Banking Cash Report.
* Daily Preparing Pending All Reports,
* Preparing MTD, (Month to Date Reports)
* **Angodis Export Ltd. (East Africa in Angola) (04/2012 – 10/2013)**
* **Responsibility: Sr. Operation Incharge.**
* Handling Port Customs Clearation Work.
* Handling Backend Operation Staff.
* Preparing Daily Container Loading Unloading Report.
* Maintain Clients Data Record.
* Maintaining Month to Date Reports.
* **L&T Infrastructure Development Projects Ltd. (12/2008 – 02/2012)**
* **Responsibility: Operation Executive.**
* Handling Toll Collector & Toll Supervisor & Toll Auditor.
* Handling Cashier & Back Office Executive.
* Preparing Daily Banking Finance Cash Report.
* Maintain Money Transaction Data Record.
* Cash Daily Reports, Shift Rosters,
* Maintain SLA (Service Level Agreements).
* Maintaining MTD, (Month to Date Reports)
* **Mphasis BPO Ltd. (05/2006 – 11/2008)**
* **Responsibility: Customer Service Associates.**
* MIS Reports, Shift Rosters, Maintain SLA (Service Level Agreements).
* Handling Corporate Client Query.
* Maintaining MTD, (Month to Date Reports)
* Handling Customer issue & complaints
* Preparing Daily Customer Feedback Report

**Place: Ahmedabad**

**Date:**