VINOD KUMAR

Address : A-3/58, Sector – 7, Rohini, New Delhi. -110085.

Contact No. +91 – 8587090827

E-mail: vinodji77@gmail.com

PROFESSIONAL PROFILE & CAREER OBJECTIVE:

A dynamic, result oriented professional having over 12 years of experience, Hard and Smart Working, Quick at Learning, Sincerely dedicated to job Assignment, Quickly adapted to the work culture of Organization. Always endeavour to perform best and to the maximum capability.

WORK EXPERIENCE

Trans Link Air Logistics

International Freight Agent

CA-119C, Hari Nagar, New Delhi-110064.

As Compliance Executive From Mar 2015 to Till

KEY RESPONSIBILITIES

* Maintain Procedural Formalities to the clearance of goods on Import or Export including baggage & cargo.
* Attends and solves issues related with service and other general questions or concerns
* Maintains proper record of all administrative tasks on a weekly basis in such a form and manner as notification by Customs Department.
* Assurance of all the documents, such as Bills of Entry and Shipping Bills, such other necessary documents, to be checked or segregate in proper order and manner.
* Filed the necessary documents on line or offline in custom authorities.
* Compliance the daily correspondence or email of client and custom authorities
* Maintaining MIS pertinent to the Activity

PREVIOUS EXPERIENCE-I

Working in ICICI Bank on Roles of Adma Solution Pvt. Ltd.

ICICI Bank DSMG (AUTO)

Plot no. 7, Seventh Floor, S.D. Tower,

Sec-8, Rohini, New Delhi

As Compliance Executive

From: Oct 2010 to Dec 2014

KEY RESPONSIBILITES

* Doing collection/Recovery of Loan defaulter on behalf of ICICI bank.
* Doing Liaison with Advocates on the panel of ICICI Bank
* Maintaining MIS pertinent to the Recovery Activity
* Looking after the Legal Compliance arising out of Recovery suit.
* Reporting to the upper echelon of the Management about compliance of Court Order.

PREVIOUS EXPERIENCE-II

Hindustan Petroleum Corporation Limited

Bijwasan Installation, P.O. Bijwasan,

Bijwasan, Delhi - 110061.

As an Office Assistant (on Daily Wages)

From: Nov 2009 till May 2010

WORK EXPERIENCE & RESPONSIBILITIES

* Maintain daily work book or employee attendance register
* Maintain daily MOE Report (Motor Operation Report)
* Compliance the daily correspondence or email of upper management.
* Work on gantry for sufficient operation of filling process and take preventive safety measure.
* Reply to Notices/ letters and emails on daily basis.

PREVIOUS EXPERIENCE-III

Creative Computers

8456, Arya Nagar, Pahar Ganj,

New Delhi - 110055

As an Office Executive

From Dec 2002 to Oct 2009

DAY TO DAY OFFICE RESPONSIBILITIES

* Maintaining MIS pertinent to the daily movement.
* Providing necessary suggestion to the Management in its day-to-day problems/issues,
* Timely compliance of Buyer/Client orders and services or direction to other authorities.
* Compliance the daily correspondence or email of client/buyer.
* Reporting to the upper echelon of the Management about compliance

ACADEMIC QUALIFICATION

* Passed B.A. in 2000 from Delhi University
* Passed M.B.A. (Human Resource) in 2013 from I.G.N.O.U.

PROFESSIONAL QUALIFICATION

* Passed “Certificate in Computing” in 1997 from I.G.N.O.U.

PERSONAL INFORMATION

Father’s Name Mr. Shiv Charan

Date of Birth 30th October 1977

Marital Status Married

Hobbies Traveling & Trekking

Place : New Delhi

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ VINOD KUMAR