

Anand Kumar

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Versatile person and problem solver with more than 18 years of experience in field of General administration / accounts / logistics (surface cargo), camp management, commercial, procurement Track record of building loyal, profitable customer relationship through excellent service delivery. Proven ability to establish rapport and trust with dealers, corporate and diverse individuals.

SKILL

- 1) logistics and warehouse (goods surface transport)
- 2) Procurement and Tendering
- 3) Administration and General H.R
- 4) Operations in logistics and constructions
- 5) Welfare and facility. (camp)
- 6) General Accounting Bill Receivable / Payable, Auditing.
- 7) In house sales (finance products)

With

1. Coordination - Adjusting actions in relation to others' actions.
2. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Speaking - Talking to others to convey information effectively.
4. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Persuasion - Persuading others to change their minds or behavior.

KEY STRENGTHS

Strategic Planning	Customer Acquisition/Retention	Leadership
Contract Negotiations	Persuasive Communications	Building Relationships
Closing Skills	Interpersonal Skills	Time Management

Nov 2017- Jan 2021

M/S Suryavansh group (multi branded car service center)
Administration and operations manager

general_administration_and_procuring_materials_parts, oil , deployment of staffs and employees in field and market, advertising, accounts, consumers satisfaction review, allow and exit of vehicles, check facility and provision for camp Monthly

Feb2015 –May2016

SABCO-BECHTAL COMPANY- (B.A.C.S RIYADH METRO PROJECTS)

Sr. Logistics coordinator

Planned ,drafted and verified the movement of transport load ,origin, destination, schedule route, route survey, date, time etc.

Monitored and checked all heavy equipment, operators, documents, provision of area for operators, check the fitness of vehicles heavy trailers , release the vehicles to concern.

Coordinates with different departments like construction, site engineers /in charge for better performances and transport

Track and update the movement of load / transport vehicles or operations

Obtaining road permit for vehicles movements from concern department, share approved permit with other department and implement the permit approved

Accountable to approve schedule and planned to release for dispatch for final implement, responsible for crews, craft, Conway ,escort.

Followed all safety measures ,and assignment to complete as per contract.

Feb 2006-Nov 2006:

Gulf Housing & Construction, Doha, Qatar- Site Administrator cum Document Controller (Project)

Roles and Responsibilities:

Project: Construction of Substation (Civil):

- Organize and report day to day work activities of the construction site to the project manager.
- Responsible for collection of all types of drawings like; architectural, structural, mechanical, electrical, plumbing, and pass it on to site engineers and other concerned officials.
- Provide latest information on drawings about changes/modifications to the site engineers after approval from concerned officials.
- Accountable for recording all the drawing calculations, booking of concretes as per requirement of site engineers.
- Responsible to support the site team providing admin and secretarial support to the construction and engineering teams.
- Correspondence with different clients, letters to business associates and general purpose.

General in-charge of camp. Summary Of New Arrival And Departure.

- * Miscellaneous Expenditure Statements.
- * Stock Records.
- * Daily Activity Sheet.
- * Material Received For Maintenance.
- * Frozen / Dry Food Stuff Inspection Record.
- * Work Force Deployment Report.
- * Housekeeping Inspection Report
- * Meals Inspection Report.
- * Electrical Inspection Report.
- * Minutes Of Walkthrough And Mess Meetings.
- * Camp Security Inspection Report.
- * Catering Services Inspection.
- * Visitors Using The Facility.

- * Janitorial Services (Room Cleaning) Daily Monitor.
- * Display Bus Schedule On Notice Board.
- * Camp Arrival & Guest Registration.
- * Mail Services Facility.
- * Medical First Aid Care.
- * Emergency Services Facility.
- * Arrange Packed Meal For Site Employees.
 - Accountable for project filing, mapping client's requirements, coordinating in developing, implementing and transitioning processes in line with the guidelines specified by the client.
 - Responsible to manage the flow of documents and drawings for the site.
 - Collecting raw material requirement information from different departments and ensuring fulfillment of requirement within permissible time limit.
 - Executing and ensuring compliance to policies and procedures in the operating systems to achieve greater customer delight.
 - Designing, implementing and monitoring effective procurement schedules along with finalizing the specifications of the materials and establishing the quality & quantity limits.
 - Ensuring high-quality customer experience, elevating customer satisfaction, while adhering to the SLAs and work processes and thus managing cost-effective operations.
 - Conceptualizing and defined SOPs, set-up of standards for improved and efficient management of services at optimum cost.
 - Generating significant documents and invoices to establish a smooth functioning for the construction.

Apr. 2012 –Dec 2014

TECHNICAL SOURCES LTD , Jubail, saudi arab: MECHANICAL CONSTRUCTION COMPANY.
AT RAS AL POWER PROJECT (TECHNICAL SOURCES IS SUB CONTRACTOR TO SEPCO /PXROY)
Equipment ,transport & site general administration Officer

Jan 2007- Jan 2012

Union Roadways Limited –Hyderabad, India – Commercial Asst. Manager(operations & finance)

Jan1998- Dec 2005:

Ratna Cargo Carrier - Transport Company - Operation's in charge

May 1995 – Dec 1997:

Tci Fin Ltd / Gati Ltd - Operation's Executive

Feb 1990 – Mar 1995:

H. S. Construction – Accountant / Administrator

EDUCATIONAL QUALIFICATIONS

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|---|---------|
| • P.G. Diploma in Business Finance(From Ambedker Open University) | Backlog |
| • Bachelor of Commerce(B.com)(From Osmania university) | 1989 |
| • H.S.S.C | 1986 |
| • S.S.C | 1984 |
| Diploma in Computers (From Comp-u-learn) (M.S.OFFICE) | 1997 |

PERSONAL DETAILS

Date of Birth	3 rd Oct 1969
Address	F-9,B-2,HIG-I ,APHB,Baghligampally,Hyderabad, A.P – 500044 -India
Passport No.	Z 3027985 Valid till 24 th march 2025
Ph No.	0091 8522997290
Nationality	Indian
Languages Known	English, Hindi,