

CURRICULUM VITAE

Name of the Applicant : SIMANCHALA PRUSTY
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CAREER OBJECTIVE

Seeking challenging position to utilize my skills and in abilities and also a scope for growth, development and opportunity to apply my learning effectively towards the achievement and to gain exceptional career move ahead through long efforts and performance regularity.

ACADEMIC OUALIFICATION

Examinations	School/College	Universities	Year of passing	% of Marks /CGPA
METRICULATION	N.A.C HIGH SCHOOL	ORISSA BOARD	SEPT 1996	39.9%
C.H.S.E	KHAMBEYA DORA SCIENCE COLLEGE	BERHAMPUR UNIVERSITY	JULY 1998	37.0%
B.A.	SCIENCE COLLEGE KONKARADA	BERHAMPUR UNIVERSITY	APRIL 2003	44.6%

EXPIRIENCE

1. **Company Name: Working head Crown security agencies PVT.LTD as Transport executive in DHL Logistics Pvt. Ltd.(Vikhroli-W)**

Period : 22nd April 2019 to 15th Oct 2019.

Designation : Transport executive

Job Profile

- Doing routing clubbing pickup and drop by scheduled Rosters employees.
- Tracking the cabs pickup and drop during day and Night operations.
- Maintaining Daily Checklist reports.
- Logistics/supply chain mgmt. /Procurement/purchase.
- Compliance vehicle check list audit report.
- Driver's and security staff briefing in every 2 weeks.
- Security and Housekeeping handling shift wise floor work and FFBLD report for drop and pickup
- Doing administration daily work
- Doing MIS Reports in SUV, Sedan, Buses for Monthly vender billing.

2. Company Name: Worked head Sodexo Facility India Pvt. Ltd in ACG Capsules pvt Ltd as Transport coordinator Operations. (Kandivali-E)

Period : 2nd Jan 2019 to 20th April 2019.

Designation : Transport coordinator

Job Profile

- Doing routing the MUMBAI, DAHANU, PUNE routs and clubbing pickup and drop by scheduled Unscheduled Rosters employees.
- Tracking the cabs pickup and drop during day and Night operations on rotational shift.
- Maintaining Daily floor work Checklist reports.
- Checking compliance documents report update in Excel.
- Driver's briefing in every week 15 days.
- CC TV cameras/Fire Extinguisher/First Aid reports/Housekeeping work
- Doing MIS Report in SUV and Sedan Buses for Monthly billing invoice

3. Company Name: Worked head ISS Facility India Pvt. Ltd in Barclay's Sherad services India PVT.LTD. As Transport Executive Operations. (Goregoan-W, Nirlon Compound)

Period : Since 11th Nov 2013 to 1st Jan 2019.

Designation : Transport Executive

Job Profile

- FFBLD Reports.
- OTA-OTD Reports.
- No Show, employee drop and pickup occupancy reports.
- Doing data entry Transport duty slips and monthly Billing reports.
- consolidated employee roster data
- Reconciliation of weekly transport MIS with the vendor
- Finalization of monthly invoice with vendor

4. Company Name: Worked head Data Link Consultancy in Hutchison 3 Global Services Pvt. Ltd. As WFM Executive. (Malad-W)

Period : Since 23 September'10 to 2nd Sept'2013.

Designation : Executive -WFM

Job Profile

- Data retrieval from Genesy's and Real Time Management to CCPulse company system).
- AHT Reports(Hyperion)
- Call Type Reports
- Late Login Delay Reports(VSS, Upgrade, VF Retention and VF Soho)
- LMS Admin Console
- Maintaining to Daily shift Swap all departments
- Productivity Reports
- Call Capacity Reports VF Tech, Advisor wise Fault Report

5. Company Name : Worked head V_LINK FLEET SOLUTIONS Pvt. Ltd. Goregaon (W)

Period : Since 8th August'2004 to 25thSept'2010, 5.2 yrs.

Designation : Transport Supervisor (Bank of America (CFC), Converges and 3Global Services, IBM-Malad-W)

Job Profile

- Doing routing the Mumbai routs and clubbing pickup and drop by scheduled & Unscheduled Rosters employees.
- Doing MIS Report for BUS Monthly billing reports

- Tracking the cabs pickup and drop during day and Night operations on rotational shift
- Doing regular quality check on vehicles and Maintaining Daily Checklist reports.
- Checking compliance documents license, RC book, PUC etc.
- Driver's briefing in every 15 days regarding RTO guidelines.

LANGUAGE KNOWN

Language	Read	Write	Speak
Hindi	✓	✓	✓
English	✓	✓	✓
Marathi	✓	-	✓
Odiya	✓	✓	✓

COMPETENCIES

- ❖ Self-confident, Positive attitude
- ❖ Willingness to know new things
- ❖ Friendly
- ❖ adaptability
- ❖ Work in a team

Professional Qualification:

Diploma in Computer Application from the Institute of Creative Computer Academy Oct 2003.

- ❖ Operating System : Dos, Window's XP, Net.
- ❖ Packages Applications : Ms-Word, Advance Excel, PP & 'C' Language

HOBBIES

- ❖ DRIVE, LISTENING MUSIC, READING BOOKS, WEB SURFING.

OTHER PERSONAL DETAILS

Name : Simanchala Prusty
 Father's Name : Durjyodhana Prusty
 Date of Birth : 15th June 1980
 Gender : Male
 Nationality : Indian
 Religion : Hindu
 Marital Status : Married

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I breathe responsibility for the correctness of the above mentioned particulars.

Signature

Simanchala Prusty

Place: Mumbai
 Date: