
Jeevith Kumar R

School Transport Manager (Admin Team)

Bangalore

562114

jeevithbsg@gmail.com

Date of Birth - 13/03/2000

Marital Status - Unmarried

Languages - English, Kannada, Hindi

SUMMARY

Dedicated and self-motivated School Transport Manager with over 5+ years of experience in School Admin team. Seeking to utilize great marketing skills to grow business. managing operational teams and delegating tasks to accomplish operational goals. Methodical and highly organized with good prioritization and planning abilities.

EXPERIENCE

Valistus International School, Bangalore - *Transport Manager*

May, 2023 - PRESENT

- Supervising over all Transportation processes and ensure Transportation run smoothly on a daily basis.
- Supervising the Transportation team the Drivers and Bus supports, Maintaining safety and AMC of the Buses.
- Creating Route list based on the given Transport opted areas and executing the Route survey accordingly.
- Managing the GPRS Tracking (School Dairy) and Live Cameras (True Cloud) installed in the Buses and their access.
- Arranging transportation for Field Trips, After School activities and Teachers Stayback etc.
- Handling the timely maintenance of Buses all Login and Logouts.
- Developed vehicle defect reporting system, regularly monitoring and auditing vehicle Checklists.
- Practical expertise in buying spare parts of the Vehicles and its maintenance, negotiation, timely maintenance of all AMCs of the Vehicles.

Basil Woods International School - *Transport Supervisor*

Nov, 2022 - May, 2023

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- Managed and supervised the whole transportation system, including transport team, routing & scheduling, maintenance of buses, AMCs, GPRS tracking-live cameras access, Public Relations on Transport Concerns & Queries etc.
 - Carried out admin team duties, including Admission Inquiries, Transportation Help Desk and counseling some prospective enquires and converting them into admissions.
 - Planned the employee work schedules, based on routes.
 - Used excellent negotiation skills to obtain best prices on buying spare parts.
 - Monitored routes via GPS tracking, keeping drivers on schedule.
 - Followed emergency procedures and assisted bus supports and drivers about first aid, and its use if necessary.
 - Observed mandatory safety regulations of buses and kept emergency exits, fire extinguishers, first aid kits and all emergency necessary assets available and easy to use.
 - Crafted marketing plans and executed them using transportation, Drivers and Bus Supports as Admission Promotions.

Jubilant Food Works - *Customer Service Representative*

Nov, 2019 - Mar, 2022

- Representing the Everyday Value offers and new offers to the Guest
- Responsible for monthly target sales
- Sale Calculations and making inventory
- Communicating to Customers on behalf of Raised mails and resolving the issues
- Resolving the issues like refund, remake the order and TSG.
- Monitored customer surveys and feedback to develop corrective actions for service-related issues.
- Assisted customers with product-related questions, feedback and complaints.

EDUCATION

Bachelor of Science (Bsc) - *Banglore North University*

2022

PUC (10+2) - *Pre-University Education Board Karnataka*

2018

SSLC (ICSE) - *Indian Council For Secondary Education Board, New Delhi*

2015

AWARDS

- GOVERNER AWARD in "The Bharat Scouts and Guides" 2020

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- Participated in “National Jamboree” organized by The Bharat Scouts and Guides
 - Organized and coordinated Inter School and State Level Camps

SKILLS

- Transport team and operations management
- Marketing Development
- Facility maintenance and vendor Management
- Basic Computer Knowledge
- I can Solve the 3×3 Rubik's Cube in Within 4 min

I Hereby declare that the above mentioned information is true and correct as to the best of my knowledge and belief.

Thank You.

Jeevith Kumar R