



**Vikas Kumar
Tiwari**

Contact Information:

Cell No :+919198992294

e-mail id:

[vikaskumartiwari90.ma
@gmail.com](mailto:vikaskumartiwari90@gmail.com)

Mailing Address:

Village & Post – Pure
Noti, Lalganj Ajhara,
Pratapgarh, UP-230126

Brief Profile:

Work Experience: Above
5 Years.

Industry: Banking

Current Employer:

Post Office

Designation: Postman

Functional Area(Role):

Operational

RESUME

Professional Profile

CAREER OBJECTIVE :

- It's my desire to work with an organization, which can help me grow professionally, as well as on the personal front along with the growth of the organization.
- I wish to work in a competitive environment, which gives me new challenges to overcome and frontiers to explore.
- Prefer to work with the latest institutional selling & analytical skills can put in for the successful execution of the company & to accept challenges and try to convert them into success.

Responsibilities:

Ability to understand the Plan of action, Target of the month, Executed, analyzed, and evaluate final monthly results.

Skills:

General Management, Problem Solving Skills, Business Development Strategies, Interpersonal Communication Skills, Time Management Skills & Multi-Tasking Skills.

PROFESSIONAL EXPERIENCE :-

1]

Organization : POST OFFICE.
Designation : Post Man
Location : Pure Noti, Lalganj Ajhara Pratapgarh, UP
Company profile : Banking
Duration : From Jun 2017 To Till Date

JOB PROFILE:-

JOB DESCRIPTION FOR WORK

- Manages scheduling, work assignments, training, and New account opening like post office saving account, IPPB saving account as well as current account, Recurring deposit, Fixed deposit, new PM-Kishan account, Sukannya Account, etc.
- Doing AEPS withdrawal, post office withdrawal, Aadhar seeding, New Aadhar making (below 5 years age), Postal Life Insurance, Motor Vehicle insurance in General Insurance, EKYC, Account update, etc.
- Delivering mail to customers along a designated route
- Attending meetings with supervisors to discuss issues or concerns

Location: Pure Noti, Lalganj Ajhara Pratapgarh Highest Degree: Graduate (BSC.) Current (Preferred Location): Any Where in Pratapgarh <u>Personal Data:</u> Date Of Birth : 10 July 1997 Sex : Male Nationality : Indian Marital Status: Unmarried Language Known : English, Hindi Hobbies : Watching Cricket Listening Music & Traveling. Computer Skill: MS office & Good internet Explorer, Coral draw, Tally, Photoshop, C-Language.	• Reporting any accidents or incidents while on duty to supervisors immediately • Maintaining a route schedule and following it precisely • Delivering packages or special items such as letters, parcels, or documents to specific addresses • Collecting data about delivery times and routes for analysis by supervisors • Performing other duties as assigned by supervisor, such as sorting mail or distributing advertising materials • Collecting payments from customers on account using money order machines or automated teller machines (ATMs) • Using computerized tracking software to monitor delivery progress • Assure construction work is performed within the budget and schedule constraints of the projects • Manage scope of work by identifying change conditions or work outside of scope <u>Communication:</u> Postmen use communication skills to interact with customers, coworkers and supervisors. They write and read letters, emails and other documents to send and receive messages. They also use communication skills to answer questions from customers and provide information about postal services. <u>Customer service:</u> Customer service is the ability to interact with customers in a friendly and helpful manner. Postmen often interact with customers on a daily basis and must be able to provide them with accurate information and answer their questions. Customer service skills can also help postmen develop positive relationships with their customers, which can help them build trust and encourage customers to continue using their postal service. <u>Time management:</u> Postmen often have to manage their time to ensure they complete all of their duties on time. This includes making sure they deliver all of their mail on time and that they complete their route in the allotted time. Time management also includes managing their breaks and lunch periods. <u>Problem-solving:</u> Postmen often use problem-solving skills to find solutions to issues that arise during their workday. For example, if a mail carrier has a large amount of mail to deliver and their vehicle breaks down, they may need to find alternative transportation to deliver the mail. Similarly, if a postman has a large amount of packages to deliver and the delivery truck is full, they may need to find a way to fit the packages in the truck.
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Other Details:

Current CTC:- 2.16 lakh.

Expected CTC:-

3 lakh to 3.5 lakh

Notice Period:- 21 days only.

Organizational: Postmen often use organizational skills to sort and deliver mail in the correct order. They may also use organizational skills to keep track of their routes and the locations of mailboxes. This can help them complete their routes in a timely manner.

WORK EVALUATION

- Ensure that the work deliverables are on time, within time and at the required level of quality
- Evaluate the outcomes of the work as established during the planning phase.

JOB PROFILE FOR OPERATION

- **COORDINATION AND SUPERVISION** - Coordinate, manage and monitor the workings of various departments in the organization.
- **FINANCIAL** - Review financial statements and data. Utilize financial data to improve profitability. Prepare and control operational budgets. Control inventory. Plan effective strategies for the financial wellbeing of the company.
- **BEST PRACTICES** - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.
- **PRODUCTION** - Coordinate and monitor the work of various departments involved in production, warehousing, pricing and distribution of goods. Monitor performance and implement improvements. Ensure quality of products. Manage quality and quantity of employee productivity. Manage maintenance of equipment and machinery. Provide technical support where necessary.
- **COMMUNICATION** - Monitor, manage and improve the efficiency of support services such as IT, HR, Accounts and Finance. Facilitate coordination and communication between support functions.
- **SALES, MARKETING AND CUSTOMER SERVICE** - Manage customer support. Plan and support sales and marketing activities.
- **STRATEGIC INPUT** - Liaison with top management. Assist in the development of strategic plans for operational activity. Implement and manage operational plans.

Career Plan :

- Looking for a long-term association with a people oriented organization where individual talents skills, honesty and hard work are the culture.

Personal Skill

- Self-confidence and involvement in interaction with individual or team at all levels.
- Positive way of thinking.
- Ability to work under pressure.

DECLARATION

I certify that the information given above is correct to the best of my knowledge.

Date: .

Signature

Place: Pure Noti, Lalganj.

(Vikas Kumar Tiwari)

