



Ajeet Kumar

Logistics Associate

ADDRESS

Noida Sector-8
Noida, 201301
India

PHONE

+91 6200366801

DATE OF BIRTH

26/Dec/2000

EMAIL

ajeetmorena8@gmail.com

NATIONALITY

Indian

01 PROFILE

With 4 years of experience in email support, logistics operations, I have developed strong problem-solving, customer service, and operational skills. I am dedicated to delivering smart work, driving results, and contributing to the success of a global organization through my adaptability and commitment to excellence.

02 EMPLOYMENT HISTORY

Feb 2023 — Present

India

Email Support Executive at Morena Technologies pvt. ltd

- Managed customer queries related to claims, policy coverage, and claim processes via email.
- Delivered prompt and accurate responses, maintaining high customer satisfaction.
- Collaborated with internal departments to resolve issues efficiently.
- Developed strong communication and time management skills in a dynamic environment.

Nov 2020 — Jan 2023

India

Logistics Associate at AE Mart Pvt. Ltd

- Coordinated and executed the efficient delivery of goods to customers, adhering to strict deadlines and quality standards.
- Optimized delivery routes to improve operational efficiency and reduce turnaround time.
- Ensured the safe handling and timely transit of goods, maintaining inventory accuracy and delivery integrity.
- Resolved customer inquiries and concerns related to deliveries, fostering positive relationships and trust.
- Maintained detailed records of delivery schedules, performance metrics, and customer feedback to inform process improvements.

03 EDUCATION

Mar 2015 — May 2017

India

Higher Secondary Certificate (12th Grade)

Specialization:- Science

04 SKILLS

Ability to Work in a Team

● ● ● ● ● ●

Computer Skills

● ● ● ● ● ●

Communication Skills

● ● ● ● ● ●

Customer Service

● ● ● ● ● ●

Ability to Work Under Pressure

● ● ● ● ● ●

Microsoft Office

● ● ● ● ● ●

05 HOBBIES

Listening music, Playing cricket

06 LANGUAGES

English

● ● ● ● ● ●

Hindi

● ● ● ● ● ●