

Name- Vaibhav Kumar Verma

Permanent Address- Plot No. 6, St.4, Behind Durga Mandir
Indravati Nagar Kohka, PO – Supela Bhilai
Dist – Durg (Chhattisgarh)
Pin - 490023

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CURRICULUM VITAE

Objective

To join an organization that will recognize and utilize my skills fully and offer me a position requiring innovative and creative ideas where continuous growth and learning are way of life.

Academic Record

<i>Class/Course</i>	<i>Name of the Institution</i>	<i>University/Board of Study</i>	<i>Year of passing</i>
Executive Development Program in Operations & Project Management	IIM Raipur (Online Mode)	Indian Institute of Management, Raipur	2025 (Tentative)
M.B.A (Marketing & HR)	Guru Ghasidas University	G.G.U (Central University)	2019
P.G.D.C.A	Dr. C V Raman University	CVRU	2017
B.B.A	Rungta College of Management and Technology	Sikkim Manipal University	2016
12th (PCM)	Vivekananda Vidhyapeeth	C.G Board	2011
10th	Govt. Boys H.S school	C.G Board	2009

Experience

Iron Mountain India Pvt. Ltd. (8th Feb 2021 – 19th Sep 2024)

- Working as a Facility Incharge for Warehouse Operations as Executive deployed at Bhopal Facility and handling entire Madhya Pradesh and Chhattisgarh state, from 8th Feb 2023 to 19th Sep 2024.
- Worked as Executive Operations & deployed at WR2HQ NTPC Raipur (Customer Site) for Digitization & scanning from 8th Feb 2021 to 7th Feb 2023. Also Handling Central Logistics Desk for Logistics as central coordinator for North & East region as an additional responsibility.

Job Responsibilities

For Warehouse Operations: (Current)

- Compliance Management
- Warehouse Operations.
- Handling customer communications.
- Logistics scheduling and route planning.
- Handling Safety Related Trainings.
- Handling digitization and RMS project on client site.
- Handling TOBAS operations at OEC Entity.
- MIS Preparation and presentation to management.
- Quality and process Trainings.
- Specialist in RMS applications (TOBAS & O'Neil).
- Analyzing and Fixing of errors in operations.
- Maintaining the Quality process in facility operations.
- Onsite control and Health and safety management.
- Project Management (P&L) balancing.
- Manpower and Infra optimization.
- Reporting to Cluster Operations Manager (For Madhya Pradesh & Chhattisgarh)

For Digitization & Scanning:

- Handling site operations for digitization department of WR2HQ Region.
- Checking documents properly scanned and uploaded in Pradip portal and Quality checking by comparing all documents with original.
- Handling internal communication for Sipat region (7 Sites) regarding operational issues, compliance documents and productions.
- Maintaining reports and MIS for the Project.
- Team Handling for the Site

For Logistics:

- Processing outstation pickups for N&E region as a Central Logistics Desk (CLD) in terms of request processing and taking multi level approvals after cost calculation for the pickups.
- Communication throughout the vendor for the negotiation of transporting rates and also coordinating between vendor and site supervisors for the proper execution of outstation pickups.
- Processing PRF documents to procurement department for PO allotment to the vendor.
- Processing of PSA based pickups for N&E region.

Shri Ram Transport Finance Company. (15th May 2019 to 23rd Jan 2021)

- Worked in a Quality Assurance Department as a Credit Executive.

Job Responsibilities

- Branch overall business sourcing: Direct walking, PE sources, Broker sources etc.
- Checking documents properly scanned and uploaded in Omni docs and whether all documents verified with original or Not
- Checking Guarantor details, Cross guarantee, Market reputation
- Customer's complaint & query solving.
- Team Handling

Reliance Jio. (4th Nov 2015 to 20th March 2016)

- Worked Drive Test Specialist for a Reliance Jio under the Kutumbh Care (3P).

Job Responsibilities

- 4G Network Testing
- Benchmarking on Net Velocity
- X-cal Drive

Virtual Clone (S.T.P.I) (Part Time at U.K Shift) (19th Nov 2012 to 15th Jan 2015)

- Worked for a UK based company (Mindfulness Training Ltd) Virtually from India under STPI (Software Technology Parks of India) from 19th Nov 2012 to 15th Jan 2015.

Job Responsibilities

- Managing Zoho CRM (Customer Relationship Management) database.
- Organize Trainings provided by the Company
- Update marketing channels, website, Google advertising.
- Website updating.
- Designing HTML emails.
- Answering queries by emails
- Answer incoming calls.
- Responding to enquiries, checking enquiries have all been responded to.
- Making Planning & Management of Trainings organizing by the company.
- Any other administrative services which can be performed remotely

Personal Details

Date of Birth : 25.03.1992
Sex : Male
Age : 32 years old
Father's Name : Om Prakash Verma
Email ID : vaibsstar@gmail.com
Mobile No : 8103111790
Mother Tongue : Hindi
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi

DECLARATION

I, Vaibhav Kumar Verma, hereby affirm that all the details furnished above are true and correct to the best of my knowledge and belief.

Place: Bhilai
Date:

Signature
(Vaibhav Kumar Verma)