

## Curriculum Vitae

SANTOSH KUMAR SHUKLA

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East Delhi - 110092

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### **Carrier Objective;**

Looking out for a career option in reputed brand. My engagements so far have given me the ability to accomplish jobs under pressure, apply creative thought to technology, and demonstrate achievements in a consultative role and providing inspiration to others.

### **Work Experience**

Currently working as Claim Assistant with **M/S Sugam Parivahan Pvt. Ltd.** In head office at Sec-63 Noida (UP) from September 2013 to 26.08.2022

### **CLAIM/AUDIT-ASSISTANT**

**M/S Sugam Parivahan Pvt. Ltd. Noida (UP)**

### **Responsibilities;**

1. Coordination with our Branches for Claim issues.
2. Branch visit for Operational & Financial Audit and Stock inventory and payments issues.
3. Verification of all disputed matters in the organized branch.

4. Reporting to Chief Auditor and assisting to close matters.
5. Recovery and final notice raising against the consignments which are lying in our godown for more than 6 months.
6. Checking of documents / verification of bills according to the claim if any.

### **Inspection Department**

#### **M/S Western Carriers**

58 Strand Road Jorabagan Kolkata  
West Bengal.

From – September 2010 to August 2013.

#### **Responsibilities**

1. Coordination with the sales & Accounts Department.
2. Corresponding by email to the party disputed short & Damage matter.
3. Disputed Matter Verify and Sort out close the matter.

### **Branch Manger**

#### **M/S Prithvish Trading Associates**

Surjapuri, Greater Noida (U.P)

From May 2001 to August 2010

#### **Responsibilities;**

1. Receipts & Dispatches of the goods.
2. Preparing the Daily Dispatch Reports.
3. Co-ordination with the Sales & Accounts Dept.
4. Maintain the of Stock Record.
5. Regular reporting on the usage of vehicles to the local Delegate.

6. Maintaining a vehicle booking log for vehicles booking arrangements.

**Professional & Academic Qualification;**

<b><u>S. NO.</u></b>	<b><u>Qualification</u></b>	<b><u>University/ Institute</u></b>	<b><u>Year</u></b>
1.	Graduation (B.A.)	From Kanpur University	1996
2.	Sr. Secondary	From U.P. Board	1993
3.	Secondary	From U.P. Board	1991

**Computer Proficiency;**

Knowledge of Computer Application in MS-World, MS-Excel, Data Entry.

**Personal Profile;**

Father's Name	Late Hinnch Lal Shukla
Date of Birth	7 <sup>th</sup> January 1976
Sex	Male
Marital Status	Married
Native	Prayagraj (Allahabad) UP
Nationality	Indian
Religion	Hindu
Language Known	Hindi & English
Hobbies	Reading Books

Place; New Delhi

Date; **(Santosh Kumar Shukla)**