

Date 22/09/23
Op/ndr

12 o'clock
22/9/2023

Surender Singh

+91 7892711724

surenderkarwasara@gmail.com

Career Objective:

Seeking a challenging position in a growing organization that would offer me ample prospects for continuous improvement, both personally and professionally and to enhance co-operative objectives of the company.

Educational Qualification:

Examination	Session	Institution	Board/Univ.
B.A	2006-2008	Bikaner University	Bikaner University
Senior Secondary	2004-2005	Rajasthan Board Ajmer	R.B.A.

Technical Qualification:

Operation Systems - Windows-XP/7/8/10
Office Automation - Tools Expert knowledge of MS Word & Excel
Professional Courses - ERP (Market Module)

• Experience: **Transport Corporation of India Ltd** APR-2006 TO Oct- 2019
Branch Incharge

Working palace and period:-

- Apr-2006 to Mar-2007 at Durgapur as a training period.
- Apr-2007 to Mar-2011 at Deoghar as a Branch incharge.
- Apr-2011 to May-2015 at Berhampur as a Branch incharge.
- Jun-2015 to Apr-2016 at Ahmadabad & Indore as a marketing incharge for Business development.
- May-2016 to Jul-2019 at corporate office Gurgaon as a Internal Auditor
- Aug-2019 to Oct-2019 at Dadar (Mumbai) as a Branch incharge.

Work experience:-

- All operations activity in Branch like Booking, Delivery, Customer handling, MIS and Vehicle engaged from market, cash management, Payment follows up with customer, analysis of Reports Including Not Billed, Outstanding & Overdue of Payment & Business development.
- Branch visit for Internal Audit of material stock, cash & all expenses etc.

SUGAM PARIVAHAN PVT LTD Jan-2021 to Mar-2022

Branch Incharge

Working palace and period:-

Halol & Kundli as a Branch incharge.

Suntek Aexpress India pvt Ltd

Jun-2023 to Running

Work experience:-

Branch visit for Internal Audit of material stock

Personal Details:-

Father Name. - Lt. Shri Data Ram

Date of Birth. - 30-Jul-1984

Marital Status. – Unmarried

Permanent Residence. Village- Rajpuria, Tah.- Nohar, Distt.- Hanumangarh-335523

Declaration: I hereby declare that the above information is true and correct to the best of my knowledge.

Place:

Surender Singh

Date:

(Signature)

- Mr. Jit. Garg
- Surrender Singh → EP OCL → 3 months
- ↳ Smriti Axpoor Renders Pvt Ltd. GPN (H.O.) June 2023
- ↳ External Audit → 30 personnel
- ↳ Ops-Audit
Stock Audit
→ Tripathi (monthly work Fixed salary)
→ Out side vehicles - very minor
- ↳ 23000/- Salary (Sr. person earning from classroom Nirmayam)
- ↳ Sugam Pathakam. Pvt Ltd. - Br. Exchange - 1½ yrs
- (old) 30,000/- City ← Total - 1½ yrs & Benif. = 3000/-
Sugam Business
- NE - Nepal work 1/2 years
- Office = Separate part.
- Reasons for personal problem - father expired. → Israel - 2022.

↳ OCL : - 2006 - 2019
2006 - 2005 - DCE / Dehbar / Besham pur - ₹ 2k / sugar/day

2015 to 2016 = Gorakhpur - Ahamdabad] Sales.
Gorakhpur → Budsoni

2016 to 2018 : Corp. Office - GPN - Internal Audit

Personnel Audit

→ Stock

Audit process : → Stock - Ok form, for → payment

→ Material →

→ Loss & Delays Cross check.

→ Purchase slip. → Freight, and verification

→ Purchase Office visit →

→ Bill from verification

→ Avg. Rate for Transportation / margin