<u>**RESUME**</u>

ARUN KUMAR
11 B KISHNA VIHAR RAILWAY JUNCTION KHURJA BULANDSHAHR UTTAR PRADESH
PIN CODE - 203131
MOB NUMBER - 7839025066, 9540341697
EMAIL ID - arunkumar65099@gmail.com

CAREER OBJECTIVE

To work in Challenging and growing atmosphere to be a position where I can effectively utilize
My knowledge, skills and talent for my organization and individual development we and assets for
my organization.

EDUCATIONAL QUALIFICATIONAL

✓ **Passed class 10th PASS UP BOARD 2010**
✓ **Passed class 12th PASS UP BOARD 2012**
✓ **Passed class B.SC. PASS Dr. Ram Manohar Lohia Avadh University, Faizabad 2015.**

PROFESSIONAL QUALIFICATION

✓ **One Year Diploma in Computer Course ADCA Pass Ideal Institute of computer Technology Musafirkhana Sultanpur.**

COMPUTER EXPOSURE

✓ **Operating System**	:	**Fundamentals, MS – DOS, & Window**
✓ **Word Processor**	:	**MS – Excels , MS –Office, SAP**
✓ **Other**	:	**Internet**
✓ **Certificate in Tally**	:	**TALLY-9.0 , ERP**

WORKING EXPERIENCE

✓ **Present Employer**
Kutumbh Care Pvt Ltd C/O Reliance Jio Limited As Warehouse Executive from 19/12.2022 to till date .

✓ **Previous Employer**
Varuna Warehousing Pvt Ltd Working As Assistant Executive from 01/01/2021 to 16.12.2022 .

✓ **Previous Employer**
Mahindra Logistics Ltd Gurgaon Worked As Supervisor 13/09/2016 to **30/11/2020** .

✓ **Previous Employer**
M/S Shree Mahalaxmi Kurpa Service Pvt. Ltd. Working for Snapdeal.com
As Warehouse Supervisor **06/09/2015 to 10/09/2016.**

JOB PROFILE

- ✓ Warehouse Operation Handling Inbound, Outbound, Inventory as per Process.
- ✓ Create OGP / DC out gate pass & Delivery Challan in SAP
- ✓ Creation of E-way bill through online.
- ✓ Proper checking Regular Received Stock FMCG Food, FMCG Non Food, Electronics, Grocery, Kitchen & Food Concepts, Home furnishing, GM (GENERAL MERCHANDISE), Apparel, Material is proper quality Checking in system GRN Close (Goods Received Note) in SAP .
- ✓ Solve Issue regarding Materiel Self Life, EAN Code, Interchange, MRP, damage, short Received & Excess Received Stock this process.
- ✓ Knowledge of working on SAP.
- ✓ Return to Vendor Damage Stock, Self Life issue & Interchange Stock Handover to vendor.
- ✓ RTV Stock handover the Vendor.
- ✓ Invoice uploading in system on daily basis.
- ✓ Daily update all Inward MIS Report Maintain Bill of Incoming & Outgoing working on daily basis.
- ✓ Monthly reconciliation of closing activity like SAP V/s physical verification.
- ✓ Logistic handling for all Online & Offline Consignments.
- ✓ Tracking for Vehicle Status working on daily basis.
- ✓ Handling Inward & Outward activities in warehouse with area of approx. 2 Lakh Sq. ft.

Inventory process

- ✓ Manage the Inventory according Zone & Putway the proper location Product Code and Brand wise.
- ✓ All received imported local material as checking, verifying & arranging in given location.
- ✓ Coordinates and manages daily physical cycle counts and reconciles if actual counts reports.

PERSONAL DETAIL

- ✓ Father's Name   :   ARVIND KUMAR
- ✓ Date of Birth   :   17/12/1995
- ✓ Language Known   :   Hindi, English
- ✓ Gender   :   Male
- ✓ Marital Status   :   Married
- ✓ Nationality   :   Indian
- ✓ Permanent Address   :   Village Lohariya Post-Gaura Lohariya,
                              Block Baldirai Distt Sultanpur
                              Pin Code-227806

DECLARATION

I hereby declare that the above information is correct up the knowledge and I bear the Responsibility for the correctness on above mentioned particulars.

Place: -
Date: -   **(Arun Kumar)**