Curriculum Vitae

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**Dayanand**

House No.T634/A1

Baljeet Nagar

New Delhi-110008

**Mobile No-9654504056**

**9990409683**

**E.mail:dayanand17881@rediffmail.com**

**TOTAL EXP--- 10 YEARS**

**Career Objective:**

* Seeking an opportunity to utilize my qualification, knowledge & experience in an optimum way go to with objectives of Hard Work, Value Addition, Innovation, Team Spirit & professionalism.

**Academic Qualification:**

* + X th Std. From U. P. Board, Allahabad 1997
  + XII Std. From U.P. Board, Allahabad 1999
* Graduate from Kanpur University U.P.2002

**Computer Proficiency:**

* Internet & E-mail
* Basic knowledge Of Computer Excel and Word.

**Experience:**

1. Worked with “**Express Retail Service Pvt. Ltd. (Big Apple),** New Delhi as **F.M.C.G Ware House** **Officer** From 5.01.2006 to 26.07.2011
2. Worked with in **walson retails pvt ltd** as a **F.M.C.G Ware House incharge** from 25.07.2011 to Date 30.04.13
3. **Working with Wital See Marketing ltd** as a **F.M.C.G Ware House Executive in Guragaon**  from 01.05.2013 to 25.11.2013
4. Worked with **Arabian Trading Supplies in Saudi Arabia as a warehouse store keeper from 27.11.2013 to 15.02.2015**
5. **Present working** inEver Green Bamboo India Pvt Ltd In Noida As **Ware House incharge** from 25.12.2015 Till Date

**Responsibility**

* Core logistics activities of Inward & Outward of Material from Different Suppliers /Stores/Warehouses.
* Ensure 100% stocks fulfillment and dispatch accuracy to stores.
* Ensure LIFO system at Warehouse.
* Co-ordinate with Category team and Store team for proper and timely fulfillment of stocks to stores.
* Proper storage of material in Racks, Pallets and Bins as per Merchandise Category.
* Issue of Discrepancy Note to Suppliers / Warehouses for respective Shortage/ Excess / Damage of Material.
* Responsible for proper Maintenance of Physical Stocks.
* Planning and scheduling the delivery of goods.
* Responsible for managing the loading of vehicles, completed stock.
* Supervision out sourced labor Housekeeping & Loading
* Assisting Store officer in day to day operations.
* Dispatch related work.
* Handling Billing Software & prepare all kinds of Bills, Reports & Documentation.
* Maintain the record of stock Dispatched on the daily Basis.
* Maintain and check the stock on the daily Basis.
* Reporting short & excess of good received to warehouse.
* Verifying the reports of stocks Transfer, Sales Report, Guard Registers.
* Preparing Stock out Make the Challan & Checked them.
* Loading and unloading Trucks, vans and other vehicles

**Additional Information:**

* + - I am very Hard Worker, Team Spirit.

**My Brief:**

### Name : Dayanand

1. **Father’s Name :** Sh. Kanhiya Lal
2. **Date Of Birth :** 17th Aug1981
3. **Sex :** Male
4. **Nationality :** Indian
5. **Martial Status :** marred
6. **Religion :** Hindu
7. **Language Known :** Hindi & English

It is hoped that above of mine particulars will write to your requirements & Undersigned will be offered a clearance to serve your reputed Organization.

**Date:**

**Place: (Dayanand)**

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