**CV**

**PRAMOD KUMAR THAKUR**

F-252/10**,** M.B.Extn. Badarpur, New Delhi-44**., Mob- +91-8802523104**

[Email- pkthakurs@gmail.com](mailto:Email-  pkthakurs@gmail.com)

**Expert in**:-

**Career Objectives**:-

|  |  |  |
| --- | --- | --- |
| **Store Keeper** | | Excellent Typing Skills:- |
| Data Entry | Accounts | English- 45Wpm | Hindi- 30 Wpm |

A commercially minded individual with extensive experience and a successful record in operations and store

management.. Right now I would like to join a well-established business that is looking for the right person to

undertake a new role as an Operations Executive and Store Keeper.

**Inventory Management Skills:-**

* Receives and maintains materials, supplies Arranges and coordinates delivery of purchased supplies and materials; arranges location and layout of stock in storage areas.
* Maintains storage areas in a clean and orderly condition and ensures the security of storage areas Checks and reconciles records with appropriate inventory listings and records; reports discrepancies to ensure workplace health and safety requirement are met and take responsibility for the security of the warehouse and stock.
* Keep records of all materials, incoming goods and available balance of each item in the store
* Verify all Material Requests and Receiving Vouchers for all the items
* Keep files of all Material Requests and Receiving Vouchers for future references.
* Can Properly Maintain with inventory in **Tally ERP9.**
* Handling Billing & Collections, Purchase & Vendor relationships.
* Make stock ledger report as per Management requirement,
* Stock confirmation for each inventory documents,
* Create the stock valuation report,
* Generating all required reports regarding dispatch of products using MS-Excel

Educational Qualification:-

|  |  |  |
| --- | --- | --- |
| MBA ( Finance Management) | NIMS, Delhi | 76% |
| Graduation | Karnataka University | 70% |
| 12th | LNMU | 62% |
| 10th | BSEB | 52% |

* 3 years Computer Diploma completed from NIIT
* **Experience:-**

|  |  |  |
| --- | --- | --- |
| Wns Global Services Pvt. Ltd. **(MNC)** | 06/06/2011 to 09/01/2016 | **ACCT** |
| Gammon India Ltd. **(Construction)** | 06/09/2008 to 20/05/2011 | **Store Keeper** |
| JKAK Industries Pvt. Ltd **(FMCG)** | 11/04/2005 to 03/09/2008 | **Store Keeper** |
|
| Pantaloon Retail (India) Limited (**Manufacture & Retail- Garments**) | 11/07/2001 to 15/03/2005 | **Store Keeper** |
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**Proficiency in Computer:-**

All OS Software, (**MS office,** **Tally ERP9**,Marg, V-lookup, H-Lookup, Pivot Table, Filter, Sort, Generate Bill, Maintain Stock, Outlook Express)

* Well versed with the usage of Internet, E-mail.

**Key Responsibilities:-**

* Worked successfully and completed quarter end close procedures in extreme deadlines.
* Maintain the daily, weekly and monthly **MIS’s**, handling customer query.

**Strengths:-**

* Ability to work under pressure conditions and show results.
* Innovative and energetic, Confidence in approach and communication.

**Key Capabilities:-**

* Hardworking and result oriented, A Good Team Player
* Adaptable to situations and Capable to hold challenging responsibilities.

**Personal Dossier:-**

* Professional and positive attitude.
* Quick learner and planning with executing the skills and experience.
* Flexible in working hours and committed to excellence.

**PASSPORT DETAILS:-**

Passport No. : **J6707447**

Place of Issue : Delhi

Date of Issue : 21/04/2011

Date of Expiry : 20/04/2021

**Personal Profile:-**

Father's Name : Bachche Lal Thakur

Date of Birth : 18th March, 1981

Skype Id : **pkthakur81**

Nationality : Indian

Religion : Hindu

Marital Status : Married

Languages Proficiency : English, Hindi

Hobbies : Singing & Achieve target

**Declaration:-**

I hereby inform you that all the statement made above is true the best of my knowledge.

Date:………………

Place:……………… (**P.K.THAKUR**)