**CURRICULUM VITAE**

**Sunil Rathee**

**Permanent Address:** V.P.O-Lakhan Majra, Near- Ram Mandir

Tehsil- Meham, District- Rohtak,

Mobile no – 09812008310,07988085828(HR)

**Email-Mail-** [sunil\_rathee123@ymail.com](mailto:sunil_rathee123@ymail.com);

**Objective:**

To accept challenges & Excel them towards the Target with full Vigor, Dedication & devotions. To explore the Self-Capabilities and their optimum Utilization towards the assignments accepted for progress of organization and continue the learning process in order to enhance it.

**Achievement:-**

* Reduce no of job changes, Establish Cycle Count Plan and maintain Inventory in Min-max Level.
* Maintain 5S activities, Inventory and Warehousing Management Systems and inspired people for the same.
* Improved material storage plan, material flow-up plan and activities of WIP.
* Prepared pallets pick list, pack list for different customers as per their packing requirement.
* Vendor Management,Office Activities, building maintainence,Secruity,Pantry, etc

**Strength:-**

* Good communication and management and interpersonal skills.
* Self-confident and urge to excel.
* Team Players & competent.
* Strong PC and system skilled.
* Problem solving attitude and quick Learner
* Punctual, Hard working and positive attitude.

**Professional Experience: Total experience above 12 years.**

**Working Proficiency:-** Working proficiency in ERP and SQL ,Internet ,Excel ,Word and outlook mails.

Presently working as a **Manager Administration** in **Paramount Products Pvt Ltd Noida**  from 27-05-2019 to till date.

**Job Profile:**

All admin activities responsibilities.

Building maintenance Plumber work, Painter work, Carpenter work, Electrician work etc.

Manage Secruity Staff for Day and Nigth Shift, Kitchen and pantry staff as per requirement.

Check Fire extinguisher cylinder,Hose real,Hose Pipe,Fire Alarm, and Sprinklers system on daily basis.

Manager Housekeeping Staff and audit housekeeping work on daily basis.

Air Ticket, Train ticket, bus ticket, and hotel booking for staff going to business tour.

New Vendor development and vendor management, rate negotiates with vendors.

**Working Experience:**

2 Years working as a **Manager Administration** in **Work for India** from 11-05-2017 to 25-05-2019

1 year experience as a **Assistant Manager Admin** in **Kukoon Designs Pvt Ltd** from 30-05-2016 to 10-05-2017. **Kukoon Designs Pvt Ltd** is a firm of **PCI Prime Group**.

1 year 5 Months working experience in **Kisankraft Machine Tools Pvt Ltd** as a **Warehouse Manager** from 21-07-2014 to 16-01-2016.

3 month experience in **Royal Appliancies Bahalgarh (Sonepat)** as a **Store and Purchase Manager.**

9 Months experience in **Atlas Cycle Haryana Ltd, Sonepat**, (H.R) as a **Store + Logistics Officer** in PPC Department from 17th June 2013 to 15-03-2014.

1 year 8 month experience in **Aryan Auto Industries** as a **Dispatch and Purchase Officer** from Oct 2011 to June 2013

3 Years 10 Months experience as a **PPC Executive** in **Indian Fasteners Ltd (Lakshmi Precision Screws Ltd Group)** from Jan 2008 to Oct 2011.

1 year experience as an **Store In charge** from Jan 2007 to Jan 2008.**Tight well Fasteners, Rohtak.**

**Job Responsibilities**

* To make monthly production planning as per the sale forecast received From sales department.
* To give daily production plan to various production shop as per the daily sale call received from sales deptt.
* To co-ordinate with purchase department for shortages.
* To co-ordinate with F.G. & other stores department to meet the dispatches.
* To maintain W.I.P. **/** inventory up to minimum inventory level.
* To look after consumption of raw material as per bill of material.

**QUALIFCATION:**

**Educational:**

10th with 60% from HBSE Bhiwani**.**

12th with 68% from HBSE Bhiwani**.**

Graduation with 44%from M.D.U Rohtak

MBA from Punjab Technical University (Jalandher) (Marketing+HRD)

PGDCA from Mahatama Gandhi Kashi Vidyapeeth University Varanasi.

**Computer Proficiency:**

PGDCA from Mahatama Gandhi Kashi Vidyapeeth University Varanasi.

Ms Office, Ms Word, Ms excel, and internet work.

**Strength**:

Hard Working with Dedication & Devotion, Self-Motivation, Leadership Creative

& Clear Vision, Winning Attitude, and Accept new Challenges.

**Languages Known:** English & Hindi.

### Personal Information

Date of Birth 17th sept, 1982

Father’s Name Late Sh. Mahavir

Marital Status Married

Hobbies Listen Remix Music and watching cricket

Nationality Indian

Religion Hindu

Address for Communication V.P.O-Lakhan Majra, Near- Ram Mandir,Tehsil- Meham,

District- Rohtak, Haryana, Pin code- 124514

**Declaration:-** I hereby declare that all the information which I have given above, is true to my knowledge and in case of any discrepancy I am fully liable.

Date: \_\_\_\_\_\_\_\_\_\_\_ Signature

Place: \_\_\_\_\_\_\_\_\_\_\_  **(Sunil Rathee)**