YASH PAL

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Linkedin Profile
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Detail-oriented and experienced Storekeeper with a proven track record of efficiently managing inventory, optimizing warehouse operations, and providing exceptional customer service. Seeking a challenging position where I can leverage my skills and expertise to contribute to the success of the organization.

EXPERIENCE

STOREKEEPER, ONEIC, SQUH
01.09.2019 – TILL DATE

- Reviews daily Store activity by maintaining accurate and updated Stores Inventory data.
- Ensure all the required consumables and spare parts are available at all times.
- Plan and forecast the required consumables and spare parts in advance.
- Prepares purchase orders for procurement of consumables and spares as per the specifications provided by the production department.
- Ensure proper book keeping of purchased and issued material at all times.
- Ensure GRN and Material issue reports are done promptly and appropriately on daily basis.
- Reconciles invoices with respective GRNs and forwards it to Accounts/Finance Department for payments.
- To ensure the correctness in the quality, quantity, specifications, condition of the materials received from

Utilized Oracle software (e.g., Oracle Inventory Management, Oracle Payables) to manage petty cash transactions, including:

- Recording petty cash disbursements and reimbursements.
- Reconciling petty cash accounts.
- Generating reports on petty cash activity.

Purchase Orders:

- Created purchase orders for goods and services using Oracle software, ensuring:
- Accuracy of order details (quantities, descriptions, pricing).
- Compliance with company purchasing policies and procedures.
- Timely submission of orders to vendors.

Processed purchase orders through the entire procurement cycle, including:

- Receiving and reviewing vendor quotations.
- Negotiating pricing and terms with vendors.
- Obtaining approvals for purchase orders.
- Monitoring order status and delivery schedules.

EDUCATION

- **Bachelor of Information Technology (B.Sc.) - 59%**
  Lovely Professional University, Jalandhar, Punjab

- **H.S.C – 73%**
  H.P Board , City Kangra, Himachal Pradesh

- **S.S.C- 65%**
  H.P Board , City Kangra, Himachal Pradesh

TECHNICAL SKILLS:

Document Control Systems (DCS) & Document Management Software (DMS):

- Proficiency in using software specifically designed for document control, such as Laserfiche, OpenText, or E-Builder.

Version Control:

- Understanding and applying version control practices to track changes, maintain document history, and prevent conflicts.

Quality Assurance and Compliance:

- Ability to ensure documents meet quality standards and comply with relevant regulations and industry best practices.

Record Keeping and Archiving:

- Implementing effective strategies for storing and maintaining documents according to retention policies and legal requirements.

Document Classification and Categorization:

- Organizing documents using logical and consistent classification systems for efficient retrieval.

Document Retrieval and Distribution:

- Effectively locating and distributing documents to authorized personnel based on need and access controls.
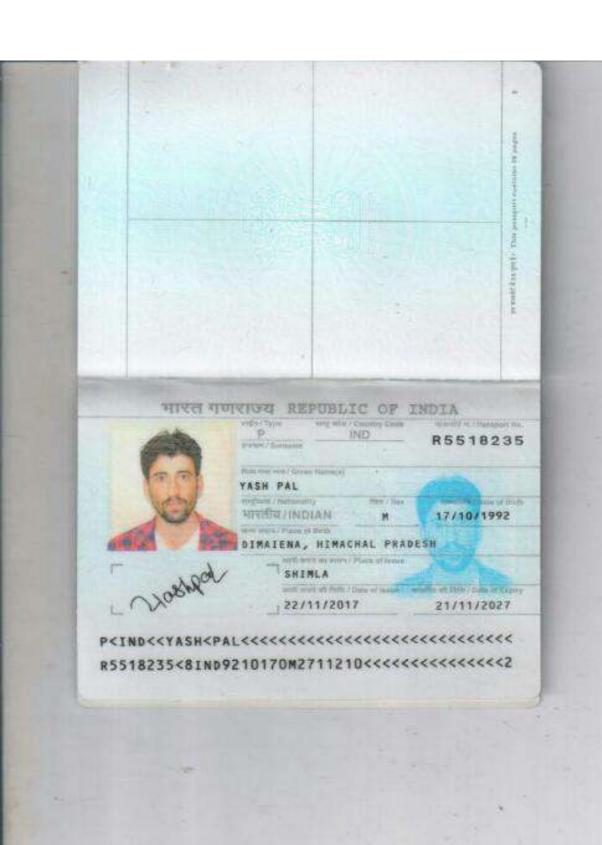
Change Control Processes:

- Implementing and adhering to established procedures for managing document changes, approvals, and revisions.

Data Entry and Management:

- Accurately entering and managing document metadata for efficient searching and organization.

- Inventory Management
- Inventory Control

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian
INDER SINGH

माता का नाम / Name of Mother
TARA DEVI

पति या पत्नी का नाम / Name of Spouse

पता / Address
HNO.65 ,VILL DIMAINA BLOCK NO.84 PO KORAG

TEH RENUKA SANGARAH,SIRMAUR

PIN:173023,HIMACHAL PRADESH,INDIA

पुराने पासपोर्ट का नं. और उसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.
SM1061653384217

R5518235

भारत गणराज्य REPUBLIC OF INDIA

Type	Country Code	Passport No.
P	IND	R5518235

Surname

Given Name(s)

YASH PAL

Nationality	Sex	Date of Birth
भारतीय / INDIAN	M	17/10/1992

Place of Birth

DIMAIENA, HIMACHAL PRADESH

Place of Issue

SHIMLA

Date of Issue	Date of Expiry
22/11/2017	21/11/2027

P<IND<<YASH<PAL<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
R5518235<8IND9210170M2711210<<<<<<<<<<<<<<<<2

Training Partner:

Unifiers
people and ideas...
for a beautiful world

SkillsTrainer

Acquire Skills - Anywhere, Anytime...

Certificate of Completion

is hereby awarded to

yash pal

for successfully completing the course of

Domestic Data Entry Operator - English

Enrollment ID	Date of Issuance
723419	**29/06/21**

Vikrant Abrol

(Director, Unifiers Social Ventures Pvt Ltd)

Provisional Academic Transcript

Bachelor of Science (Information Technology)

Prov. Regd. No.	: **21906075023**	**Name**	: **Yash Pal**
Batch Year	: **2019**	**Father's Name**	: **Mr. Inder Singh**
Mode	: **Distance Education**	**Mother's Name**	: **Ms. Tara Devi**

Term : 1 TGPA : 5.80 Equivalent percentage :52.20%

S.No.	Course	Credits	Grade
1	DCAP101 :: BASIC COMPUTER SKILLS	4.00	C
2	DCAP102 :: BASIC PROGRAMMING SKILLS	4.00	B-
3	DCAP103 :: PRINCIPLES OF OPERATING SYSTEMS	4.00	C-
4	DCAP104 :: EXPOSURE TO COMPUTER DISCIPLINES	4.00	C-
5	DENG101 :: COMMUNICATION SKILLS-I	4.00	C

Term : 2 TGPA : 6.60 Equivalent percentage :59.40%

S.No.	Course	Credits	Grade
1	DCAP105 :: WORKSHOP ON COMPUTER HARDWARE AND NETWORK	4.00	B
2	DCAP106 :: OPERATING SYSTEM TOOLS	4.00	B-
3	DCAP107 :: OBJECT ORIENTED PROGRAMMING	4.00	C-
4	DCAP109 :: GRAPHIC TOOLS	4.00	B-
5	DENG102 :: COMMUNICATION SKILLS-II	4.00	C

Term : 3 TGPA : 7.00 Equivalent percentage :63.00%

S.No.	Course	Credits	Grade
1	DCAP201 :: FUNDAMENTALS OF DATA STRUCTURES	4.00	B-
2	DCAP202 :: FUNDAMENTALS OF WEB PROGRAMMING	4.00	B
3	DCAP204 :: MANAGING DATABASE	4.00	B-
4	DCAP208 :: MANAGEMENT SUPPORT SYSTEMS	4.00	C-
5	DMTH201 :: BASIC MATHEMATICS-I	4.00	B

Term : 4 TGPA : 6.40 Equivalent percentage :57.60%

S.No.	Course	Credits	Grade
1	DCAP205 :: ANALYSIS AND DESIGN OF INFORMATION SYSTEMS	4.00	D
2	DCAP207 :: NETWORKS	4.00	B-
3	DCAP209 :: WEB TECHNOLOGIES-I	4.00	B-
4	DCAP211 :: EVENT DRIVEN PROGRAMMING	4.00	B-
5	DMTH202 :: BASIC MATHEMATICS-II	4.00	B-

* 'Credit' means credit alloted to the course and 'Grade' means grade earned by the student.
* Basis of evaluation, grading, minimum CGPA requirement and other information is printed overleaf.

Certificate No. R2305174
Date of Printing: 22 Feb 2024
Place : Phagwara (Punjab)

**Verified By
Dy.Director**

Controller of Examination

	Term : 5	TGPA : 6.80	Equivalent percentage :61.20%	
S.No.	Course		Credits	Grade
1	DCAP301 :: MODERN PROGRAMMING TOOLS AND TECHNIQUES-III		4.00	C
2	DCAP302 :: ENTERPRISE RESOURCE PLANNING		4.00	B
3	DCAP303 :: MULTIMEDIA SYSTEMS		4.00	B-
4	DCAP305 :: PRINCIPLES OF SOFTWARE ENGINEERING		4.00	C
5	DCAP312 :: WEB TECHNOLOGIES-II		4.00	B-

	Term : 6	TGPA : 6.40	Equivalent percentage :57.60%	
S.No.	Course		Credits	Grade
1	DCAP304 :: SOFTWARE PROJECT MANAGEMENT		4.00	C
2	DCAP306 :: E-COMMERCE AND E-BUSINESS		4.00	C
3	DCAP308 :: OBJECT ORIENTED ANALYSIS AND DESIGN		4.00	B-
4	DCAP309 :: INFORMATION SECURITY AND PRIVACY		4.00	B
5	DCAP801 :: MINOR PROJECT		4.00	C-

The student is yet to complete the Programme	CGPA : 6.50 Equivalent Percentage : 58.50%

LOVELY PROFESSIONAL UNIVERSITY
BASIS OF EVALUATION AND GRADING

1. The University uses Broadband Letter Grades to report a student's performance. Each letter grade indicates the level of performance in a course and has an associated grade point value as per the following table:

Letter Grade	Performance	Grade Points
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
B-	Good	7
C	Above Average	6
C-	Average	5
D	Marginal	4
E	Reappear	0
I	Incomplete	0

2. **A+, A, B, B-, C, C-, D** are Pass grades. **E** is a temporary grade indicating permission to reappear in the re-appear examination to improve it to a passing grade. **I** represents an incomplete result and is replaced with the grade that student obtains after completing the requirements.

3. A student's overall academic performance within a given term is represented by Term Grade Point Average (TGPA), and the overall performance in all the courses completed up to and including the current term is represented by Cumulative Grade Point Average CGPA). TGPA and CGPA are calculated as the weighted averages of the grades:
TGPA / CGPA = $\sum C_i G_i / \sum C_i$, where C represents the credits associated with a course and G represents the grade points of the letter grade in that course

4. The multiplier factor for converting CGPA to equivalent percentage is 9

5. The CGPA requirement for the award of degree / diploma / certificate will be 5.0 or above, subject to getting a passing grade in each of the courses individually, and satisfying other conditions as specified in the examination ordinances / rules and programme details.

6.

Division	CGPA
First with distinction	9.0 or more subject to the conditions that student has passed all the courses in the 1st attempt.
First	7.0 or more but less than 9.0