

CURRICULUM VITAE

ABHISHEK KUMAR

S/o Sh. Jai Prakash

Village – Kalehar Post Office- Kharul Teh. Palampur

Distt. Kangra (H.P) Pin Code: 176092

Mob. : 8219599828. **Email Id :** abhikumar314439@gmail.com

EXECUTIVE SUMMARY

Experienced Store Assistant with strong relationship-building skills. Personable and diligent with excellent written, oral and interpersonal communication skills. Remains calm and poised even in high-pressure situations. Bringing forth a Positive Attitude and strong work ethic.

ACADEMIC QUALIFICATIONS

- Passed 10th from H. P. B of School Education Dharamshala.
- Passed 12th from H. P. B of School Education Dharamshala.
- Completed B.Com. from H.P.U Shimla.

OTHER QUALIFICATIONS

- Diploma in Computer Programming & Applications.

PERSONAL SKILLS

- Strong problem solving ability.
- Energetic Self-Starter.
- Superb time management.
- Good communication skills.
- Ability to deal with people diplomatically.
- Capable of working under pressure with responsibility.
- Quick learner.

TECHNICAL SKILLS

- Microsoft Office Word
- Microsoft Excel
- Microsoft Office Power Point
- Marg erp9+

EXPERIENCE

Store Assistant

15/02/2021 – Current

Maja Health Care Division

Vijohn Industrial Estate, Village Kishanpura, PO Gurumajra, Solan, Himachal Pradesh (173205).

- Assisted the Store Manager in implementing programs and meeting operational and organizational objectives.
- Maintained stock levels in store physically and through online.
- Receive and verify stock as per bill from loading point.
- Ensured business's success through accurate maintenance in store.
- Completing day-to-day tasks issued by the manager and send low stock status emails to purchase department.

PERSONAL PROFILE

Name	:	Abhishek Kumar
DOB	:	31/12/2000
Sex	:	Male
Marital Status	:	Unmarried
Languages Known	:	English & Hindi
Nationality, Religion	:	Indian, Hindu
State	:	Himachal Pradesh
Address	:	Village - Kalehar Post Office- Kharul Tehsil Palampur Distt. Kangra (H.P). PIN: 176092.
Hobbies	:	Travel & Games.

DECLARATION

I hereby declare that the information mentioned above is true to the best of my knowledge.

Date: 04.03.2023

Place: Baddi, Himachal Pradesh

(Abhishek Kumar)