

SURAJ KUMAR

☎ 8081524102

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🏠 Janta Nagar, Near Gill Road, Ludhiana-141003

Career Objective

- *To have a career in a professional organization and put all my efforts into the growth of the organization and have a great working environment.*

Academic Qualification

- 10th Passed from P.S.E.B in 2007
- 12th Passed from UP Board in 2011
- Graduate with B.A from DR. R.M.L.A University in 2015

Academic Experience

- 1) Currently I Am Working As A Senior Store Executive (Lumani System) In Damsun Group Pvt. Ltd.
- 2) 1 Year Worked As A Store/Warehouse Incharge In Asianlak Health Food Ltd. Franchise Of (Bisleri International Pvt Ltd.). From Nov 2021 Till Dec 2022.
- 3) 12 Years Worked Different Profiles Positions In Sai Hero Authorized By (Hero Moto Corp Pvt. Ltd.) From 2009 Till 2021.

Details

- Worked As A Store Incharge (2017 – 2021)
- Worked As A Cashier And Accountant (Regular Day To Day Maintain Daybook Likes - Sale, Purchase, Expenses, Incentive, Advances Etc.) (2012 – 2017)
- Worked As A Billing Executive (2010 – 2012)
- Worked As A Front Supervisor (2009-2010)
- Back Office Work

Academic Skills With Knowledge

- Knowledge of 5S
- Knowledge of FIFO & LIFO
- Knowledge of Dispatch
- Knowledge of Cash Handling
- Knowledge of Back Office Work
- Knowledge of Goods or materials in assigned storeroom.
- Knowledge of Basic buying and purchasing practices

Computer And It Skills

- Sap Software (Mm)
- Dms Software (Hero)
- Knowledge With Computer Application Like Ms Office, Online Working, Window 7 Solving Software Problem And Solving Some More Problems Of Computer and well versed with the usage of Internet, E-mail.
- 1 Year Diploma Of Computer Software Programming.

Operation Management

- Preparing The List Of Fast Moving & Slow-Moving Item& Not Usable Material, Taking Care All Types Of Activities Like Take Care Of Store Goods, Availability Of Goods In Time, Proper Care, And Also Manage The Labours And Make Proper Records Of Incoming And Outgoing Goods. Operations Management Is Essential For Organizations To Manage Their Daily Activities Seamlessly. Operations Management Controls All The Processes And Handles Issues Including Design, Operation, Maintenance, And Improvement Of The Systems.

Summary Of Skills

- Good Communication Skills
- Relationship Building
- Management Skills
- Reporting Skills
- Positive Attitude toward Works
- Comprehensive problem-solving abilities.
- Team Leadership

PERSONAL INFORMATION

- FATHER'S NAME : - Sh. Heera Lal Verma
- MOTHER NAME. :- Smt. Shanti Devi
- DATE OF BIRTH : - 18-AUG-1991
- GENDER :- MALE
- MARITAL STATUS :- MARRIED
- RELIGION :- HINDU
- NATIONALITY :- INDIAN
- LANGUAGE KNOWN : - Hindi, English, Punjabi, Awadhi
- GAMES & HOBBIES :- Listening/Singing song and Surfing net.

DECLARATION

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

DATE :
PLACE -

SURAJ KUMAR