Dheeraj Yadav

14/B Samraddhi Vihar Shantingar Mhowgaon Mhow\*Mob-7999896166/ 9713847412

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**PROFESSIONAL SUMMARY**

* **CARRIER OBJECTIVE** - To continuously learn and grow with the success of organization, align my objectives

With that of the organization and work for the achievement of the same in an effective manner.

* **Work Experience**
* 2.5 Years’ Experience of Store department as a Store/Purchase Assistant at Man Industries India Limited Pith.
* 6 Months worked as Sales Officer at Capital Finance Pvt Ltd.

* **Qualifications**
* B.Com ( Computer Application ) Passed from Bherulal Patidar Collage Mhow DAVV, Indore.
* H.S.S.C. (XII ) Passed in first division from J.G.G.H.S. School, Mhow.
* H.S.C. in first division first division from J.G.G.H.S. School, Mhow.

* **Professional strengths**
* Highly self-motivated, energetic and assertive.
* Adept at efficiently dealing with a variety of customer service matters.
* Familiar with basic operating systems like Microsoft Outlook, Word, Excel, PowerPoint and the internet .
* Possess excellent negotiation and organizational skills.
* Ability to handle multiple tasks and make sound decisions.
* Possess excellent management and supervisory skills.
* Ability to perform tasks and responsibilities in a safe and accurate manner.
* Ability to work in group as well as in team.

* **Computer/Professional Skills**
* MS Word, Excel, Power Point Ver-2003-15 and Internet.
* Basic computer diploma course.& Material Management software – being used in store dept

* **Professional Experience**
* **Man Industries India Ltd (April 2015 to Aug-2018) 2.5 Years**

**Store/Purchase Assistant**

* Take requirement from departments on Company requisition format and bring quotation as per requirements than make Comparative chart.
* As per lowest rate make Purchase order and take approval by owner/Head than place the order to vender.
* Manage the material in store in orderly manner.
* Issuing the material to respective departments by online ERP software.
* Handling all store activities such as Manage & arrange the store accounting & store record.
* Monitor of receiving of incoming materials and preparing GRN on ERP Software.
* Arrangement of receiving documents.
* Physical stock verification including all labs.
* Taking care of maintaining furniture stock and its repairing.
* Preparing purchase requisition & purchase order for necessary requirements of the departments.
* Verification of bills in which quality, quantity, and rates are to be verified.
* Verification of all items received.
* Maintenance of stock register for all items received and asset register.
* Maintaining records of all stocks issued.
* Checking the Email, Receiving / Sending for the Company Purpose.
* **Capital Finance Limited**

**(Sales Officer - Sep-2018 To till date )**

* Meet with customers to determine their needs and recommend the right loan products to help meet their goals
* Maintain an active knowledge base of all of the organization’s loan products and an understanding of the qualifications required of each applicant
* Identify and recommend products that meets the customer’s needs and the organization’s lending guidelines
* Review active loan files each day to determine if any documents are missing or what can be done to help the process along
* Utilize professional judgement to determine which potential borrowers represent good risk opportunities for the organization
* **Scheduling Work and Activities**— Scheduling events, programs, and activities, as well as the work of others.
* **Communicating with Persons outside Organization**— Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources.

* **Personal Details.**

Father Name Mr Ompraksh Yadav

Date of Birth 4-Aug-1990

Marital Status Unmarried

I declare that all the information given above is true to the best of my knowledge and Belief.

**Place**

**Date:-………… Dheeraj Yadav**