

Curriculum Vitae

Gulshan Kumar Sirana

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Career Objective

Self-motivated and hardworking person seeking an opportunity, where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career together with the growth of the organization.

Academic Qualification

Exam Name	Board / University	Passing year	Percentage of Marks	Division
Bachelor of Business Administration	PT Deen Dayal Upadhyay College, Meerut , Chaudhary Charan Singh University Meerut	2018	59%	Second
Intermediate	Infant Jesus public school Alangad Kerala , Central Board of Secondary Education, New Delhi	2015	64%	First
High School	Infant Jesus public school Alangad Kerala , Central Board of Secondary Education, New Delhi	2013	64%	First

Work Experience

Officer Supply Chain and Commercial planning Kerala Ayurveda Limited

Nov 2021 – Present

- Summarizing Sales forecast received from HS, Ecommerce, and distribution business for the subsequent month.
- Data for Transfers and liquidations of stocks at depots according to Stocks after sales closure with FC for Logistics activities.
- Monthly Checking the HS clinic wise debtors and sending the MIS to relevant Cluster heads for their actions.
- Monthly checking the nonmoving, slow moving, near expiry stocks at Clinics and sending the data to HS Cluster heads and Logistics.
- Analyzing Branch operations entries in System in the case before internal audit planned by Reporting officer
- Stock Audit/ internal audit as and when higher-ups directs and corrections in the system accordingly as per directions from Reporting officer.
- All MIS after data digging from system according to the instructions of Reporting officer.

Depot manager and Accountant Kerala Ayurveda Limited

Feb 2019 – Nov 2021

- Managing the Depot work along with Bill Desk and other related works.
- Managing the day-to-day operations of the depot.
- Recruiting and mentoring staff

- Managing a customer base and developing plans to increase business
- Maximizing growth and profitability
- Ensuring that high levels of service are maintained
- Holding team meetings
- Liaising with key customers to make sure they're satisfied with the depot's performance
- Agreeing service contracts and dealing with suppliers
- Managing stock levels
- Monitoring health and safety in the depot
- Meeting with area and regional managers to share best practice.

Associate

Aug 2018 – Feb 2019

Dasak Concentrix private limited

- Handling the Backend support of Amazon, US region
- Provides support to Customers.
- Receives, processes, and verifies the accuracy of customers' requests via email

Strength

Positive thinking, Quick learner, alternatively work independently to teach the subject with using of sources., Ability to Function as an initiator.

Personal Information

Date of Birth	:	27 th May 1997
Father's Name	:	Dharmendra Kumar Sirana
Mother's Name	:	Manisha Sirana
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Language	:	English, Hindi, Malayalam

References

➤ Sumit Goswami

Depot In charge, Kerala Ayurveda Limited
Burari, Delhi, India
Phone number - +91-8800140581

➤ Sajith Hemachandran

Accountant, Kerala Ayurveda Limited
Athani, Kerala, India
Phone number - +91-9995614895

Declaration

I hereby declare that all the statement made in this resume are true, complete and correct to the Knowledge.

Date:

Gulshan Kumar Sirana

Place: