# DHARAM VEER

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## CAREER OBJECTIVE: -

➢ I'm seeking a chance to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills to secure a responsible career opportunity to fully utilize my training and skills, while contributing significantly to the success of the company.

## WORK EXPERIENCE: -

➢ **01 JUN. 2021 – 31 MAY, 2023**
**E-COMMERCE EXECUTIVE,** MY STUFF LOGISTICS LLP (KAPASHERA BORDER, DELHI)

- Listing of new products on Amazon India, Flipkart or any other e-commerce portal
- Manage Flipkart Promotions and advertising on seller portal
- Managing Inventory of all marketplace's website and warehouse on Excel Sheets and Google Sheets
- Order Processing on Seller Flipkart and Seller Flex amazon.
- Maintaining database of all RTO Orders, Customer Returns, Dispute case and other reports as applicable

➢ **30 DEC. 2020 – 07 JUL. 2021**
**PURCHASE EXECUTIVE,** SOVITRON INTERIORS PVT. LTD. (FARIDABAD, HARYANA)

- Ensure Purchase requests are placed on time and material delivery
- Making POs using Dynamics NAV Software and send to Vendors
- The routine work involves extensive calls & follow-up with vendors, coordination with Branch Managers, costing, Reports preparation, on Time invoice submission etc.
- Negotiation with Vendors, Collecting Quotations and Vendor Development
- Managing inventory of Store and making GRNs (using Dynamics NAV) for Store

➢ **29 APR. 2019 – 21 NOV. 2019**
**CREW MEMBER,** MCDONALD'S (SRS MALL, FARIDABAD)
As a crew member, here I used to do all kinds of tasks,

- Greeting guests, taking orders and processing payments
- Preparing Burger, Ice cream, and Drinks.
- Assembling orders and packaging take-out and delivery.
- Keeping all surfaces clean and ensures the safety for our guests, fellow crew members and yourself.

➢ **22 JUL. 2018 – 30 MAR. 2019**
**ORDER TAKER,** NAZEER FOODS (CROWN PLAZA MALL, FARIDABAD, HARYANA)

- Inventory management of Store Items according to FIFO and record it on Excel sheet
- Taking orders from Swiggy and Zomato using Software LIMETRAY MERGE
- Assist customers with menu selection and answer all questions in a respectful and patient manner
- Ensure all food call items are delivered in a clear and professional manner
- Promotion calls and solving queries of customers on calls

## QUALIFICATIONS: -

➢ **10th** completed from **BSEH** in May, 2015
➢ **12th** completed from **BSEH** in May, 2017
➢ **CCC** completed from **NIELIT** in Nov. 2017
➢ **PDSE (Computer Diploma)** completed from **DICS** in Nov. 2018
➢ **B.Sc. Computer Science** completed from **MDU in** Nov. 2020

## SKILLS: -

➢ Knowledge of Basics of **Computer, MS Word**, **MS Excel, PowerPoint, Adobe Photoshop** etc**.**
➢ Basic Knowledge of programming like **HTML**, **CSS**, **PHP**, **C Language** etc.
➢ Working Knowledge of **Email System**, **Drive, Google Forms**, **File Sharing, Google Sheets, Excel, Dynamics NAV (for PO, GRN)** etc.

## DECLARATIONS: -

I confirm that the information provided by me is to the best of my knowledge and belief. If you give me a chance, I will work diligently.

**Place……………………**

**Date…………………….**                                                                                    **(Dharam Veer)**