**CURRICULUM VITAE**

**Sanjeev Kumar**

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**CAREER OBJECTIVE:**

* I aspire to be a successful personal in the field of management. I wish to climb the corporate ladder by dint of hard work, dedication, sincerity & devotion.

**KEY ATTRIBUTES:**

* Clarity of thoughts
* Devotion
* Sincerity.

**EDUCATIONAL QUALIFICATONS:**

* **10th** from J&K Board 2000.
* **BPP** from **IGNOU** Jammu 2014
* **BA** from **IGNOU** Jammu 2019

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**COMPUTER KNOWLEDGE:**

* One year Diploma in computer Applications.

**WORK EXPERIENCE:**

• Three Years as a **Sales Representative/SR in ELF Lubricants India Pvt. Ltd.** from December 2004 to September 2007(Jammu).

**• In Parle Biscuits Pvt. Ltd. as a Dms Incharge (computer operater) from Jan 2008** to May 2011.

**• In Parle Biscuits Pvt. Ltd. as a Oracle Incharge(computer operater) from May 2011**to July 2015.

**• In Parle Biscuits Pvt. Ltd. as a sap Incharge(computer operater) from July 2015 to June 2018**.

* **In Sarveshwar foods Rice mill Ltd. As a stock Incharge (Plant Production) From june 2018 to till date at present now.**

**JOB RESPONSBILITY:**

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| --- | --- | --- |
| 1 Managing depot operation in Jammu.  2 Coordination with company's logistic dept for stocks availabilities in depot,  3 Coordination with Sales team and distributors for providing better services so that business can increase.  4 Handling transportation operation for timely and better dispatches goods to the distributors.  5 Handling Billing, Dispatching & Purchase (inward) stock in depot.  6 Handling distributors problems and solve their issue on time.  7 Maintaining FIFO in depot so that goods should not be expired or old coded.  8 Timely submission reports and feedback to company. | |  | | --- | |  | |

**pERSONAL DETAILS:**

* D.O.B. - 13th December,1984
* Father’s name - Sh. Bachan Lal,
* Language proficiency - English, Hindi, Dogri.

**SALARY**

**Current 28000/Per month**

**Expected 35000(+)/Per month**

**HOBBIES**

* Listening to music
* Travelling.
* Making new contacts always.

**Place - Jammu (J&K).**

**Date:**

**Signature:**