

VIPIN KUMAR

✉ Vipinkr9015@gmail.com ☎ +91 9711804988  
# A-406, Govindpuri kalkaji New Delhi #

---

Seeking challenging assignments in the field of Mobility sector to leverage experience and expertise with an organization of repute

---

#### **Career Objective:-**

To work in a challenging environment that would utilize my over all abilities, knowledge skills in taking up responsibilities entrusted to me by the management and also which will help my carrier growth in prosperous manner.

#### **Educational Qualification**

- ❖ Perusing B.A 2<sup>nd</sup> Year from **Harimangal Maha Vidhalay**
- ❖ **Intermediate** passed from **U.P. Board.**
- ❖ **High School** Passed from **U.P. Board.**

#### **Currently working ViAM SOLUTIONS. At Delhi as a Data Entry Operator**

**11<sup>th</sup> June 2015**

#### **Roles & Responsibilities:-**

- ❖ Taking care of out bounds deliveries & Invoice in Customer & Stock Transfer from store to store.
- ❖ Planning of finished goods packing.
- ❖ Take care of team forarranging transport vehicle for Dispatches of Goods.
- ❖ Regular report for dispatches & store qty.
- ❖ Take care the complete inward and outward movement.
- ❖ Stock accuracy 100% with cycle count.
- ❖ Fully responsible for material Dispatch to Micromax.
- ❖ Regular taking reports and sending to Reporting Boss.

#### **Work Responsibility:-**

- ❖ receipt and dispatch of Handset ;
- ❖ handling and stacking;
- ❖ Documentation and record-keeping.

#### **Computer Knowledge**

- ❖ Good Command in **MS-Office.**
- ❖ Proficiency in **Internet & Email Usage.**

### **Personal Skills:-**

- ❖ Self motivated performance-driven character.
- ❖ Pleasant & effective team-worker.
- ❖ Relationship building ability at all level.
- ❖ Excellent communication, presentation & problem solving skills.
- ❖ Strong belief on providing quality service.
- ❖ Detail oriented & ability to work in under pressure& strict deadlines.

### **DECLARATION**

I hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

### **Personal Details: -**

<b>Father's Name</b>	:	<b>Mr. Lallu Singh</b>
<b>Date of Birth</b>	:	<b>21<sup>st</sup> Oct 1995</b>
<b>Gender</b>	:	<b>Male</b>
<b>Nationality</b>	:	<b>Indian</b>
<b>Marital Status</b>	:	<b>Unmarried</b>
<b>Language Proficiency</b>	:	<b>English, Hindi.</b>
<b>Hobbies</b>	:	<b>Listing to Music and Watching Tv</b>

**Date: -**

**Place: -**

**Vipin Kumar**