

# Rahul Kumar

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■ Village Ranakhujji, Post – Sanjari, Dist. Balod, Chhattisgarh

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## ■ Career Objective

To secure a responsible position in a reputable organization where I can utilize my skills in store and stock management, contribute to the company's success, and enhance my professional growth.

## ■ Education

### Higher Secondary (12th)

Government Higher Secondary School, Ranakhujji  
Year: 2019 )

## ■ Work Experience

### Store Incharge

Suryadev Alloys and Power Pvt. Ltd. — Duration: 4 Years

- Managing store operations, stock records, and material handling
- Coordinating with departments for timely supply and inventory updates
- Ensuring accurate stock reports and maintaining records in system

## ■ Skills

- ■ Computer Knowledge
- ■ Store Management
- ■ Stock Handling & Inventory Control

## ■ Languages

- ■ Hindi (Fluent)
- ■ Basic English
- ■ Basic Tamil

## ■ Hobbies

- ■ Listening to Music
- 🏞️ ■ Traveling

## ■ Strengths

- ■ Hardworking & Responsible
- ■ Good Team Player
- ■ Quick Learner
- ■ Honest & Punctual



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## ■ Cover Letter

### **Rahul Kumar**

Village Ranakhujji, Post – Sanjari  
Dist. Balod, Chhattisgarh  
Mobile: +91 7828964813  
Email: rahul7828964813@gmail.com

Date: 23/08/2025 |

**To,**

The HR Manager  
[Company Name]  
[Company Address]

**Subject:** Application for the post of Store Incharge

Dear Sir/Madam,

I am writing to express my interest in the Store Incharge position in your organization. With 4 years of experience in store operations, inventory management, and stock handling, I have developed strong skills that match your requirements.

I am confident that my abilities in store management, along with my commitment to accuracy and teamwork, will contribute positively to your organization.

I would be grateful for the opportunity to discuss how my skills can benefit your company. Looking forward to your positive response.

Sincerely,  
Rahul Kumar