

Amit Mehra

CARRIER OBJECTIVE

To commit myself for the responsibility given in the company and fulfill with skills of creativity, where my endeavor will be appreciated with the equal reciprocation.

Looking for a challenging work environment, which provides me a good platform to show my capabilities.

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Address:- Plot no 36 Uphar Building
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Vihar Gurgaon, Haryana 122017

TECHNICAL SKILLS

1. Microsoft Office
2. Typing -30 WPM

EDUCATION QUALIFICATION

1. B.Tech (CE) from Chandigarh University
2. CE Diploma from PSBTE Board
3. 10th Passed from PSE Board

HOBBIES

1. Reading motivational Books

WORK EXPERIENCE

COMPANY NAME:- 3i INFOTECH PATIALA

POSITION:- DESKTOP ENGINEER

(May 2016 – Dec 2016)

PROCESS:- IFFCO TOKIO GENERAL INSURANCE PVT LTD

Job Responsibilities

1. Responsibility of making & maintaining the inventory of available Systems in Office.
2. To provide and install related software's from IT.
3. To deal with hardware and software problems which occur during the work.
4. Issue the accessories and system or parts of computer to Staff when needed.

COMPANY NAME:- MODICARE C/O TVS LOGISTIC SERVICE LTD LUDHIANA

POSITION:- SUPERVISOR (DEO & CRM)

(SEP 2017-JAN 2019)

Job Responsibilities

1. Maintain inventory by receiving and storing material
2. Pick the material according to the picking list.
3. Verifying material quantity, code and description as per invoice copy details
4. Dispatch and handover material to the transporter and check The docket filling by TSP Boy.
5. Deal with customers and understand the problems of delivery, shortage, damage, Excess and other warehouse related issues and provide resolution to the customers and satisfy them in given TAT.
6. Updation of GRCL, Check for weight and measurement compliance and Plotting of Physical inventory on the Floor Count Sheet.

COMPANY NAME:- MOGLIX GURUGRAM

POSITION:- DATA ENTRY OPERATOR
(May 2019 – MARCH 2020)

Job Responsibilities

Order processing on OMS

1. Inward:

Receives material coming into by plant, vendors, customers, or other warehouses accurately and promptly.

Verifies the quantity and description of materials received by checking material against the list.

Prepares a receiving report if none is available. Examine incoming shipments, reject damaged items. Appropriately report/record any discrepancies.

2. Inventory Storage:

To accurately place materials on shelves, in racks or other designated storage areas in an orderly manner.

Enter quantity received against the purchase order in the SAP and print back order and inventory stock put away list.

Attaches identifying tag or labels to materials or marks information on cases, bales, or other containers.

3. Outward:

Assembles and fills orders to be shipped to customers and Preparation of all outward documentation.

Review all orders to determine if they were picked correctly.

4. Inventory Cycle Count:

To accurately identify and count stock materials as listed on the cycle count list.

- 5. Others:** *Ensure warehouse/equipment is maintained on a regular basis. Safely operate all the necessary equipment in work area.*

COMPANY NAME:- DHL SUPPLY CHAIN-GURUGRAM

POSITION:- DISPATCH SUPERVISOR
(23rd June to Current)

Job Responsibilities

1. To Lead a team of 14 members for MI Dispatch Operation.
2. Daily Shipment handover to various courier partners Like- Delhi Kart, Prime Time, DTDC Etc
3. Stock transfer to pan india by vendor's Like- MSDV And Kerry India
4. Maintain all shipments records on daily basis in Excel according to handover date and time.
5. Maintain shift roster on weekly basis.

STRENGTH

1. HARD WORKING AND SMART WORKING Person who believe both are important to get lot of business knowledge.
2. PUNCTUAL because respect of time is key of success.
3. POSITIVE ATTITUDE to balance office life and personal life
4. CONCENTRATIVE ATTITUDE to focus on carrier goals

PERSONAL DETAILS

Father's Name:	Sh. Ramayan Ram
Date of Birth:	12-08-1992
Nationality:	Indian
Language Known:	Hindi, English, Punjabi
Marital Status:	Married

I hereby declare that all the given information is true to the best of my knowledge and belief.

Date:

Place:

(AMIT MEHRA)