

CURRICULUM VITAE

SANJEEV KUMAR

ADDRESS:-163 SOUTH KRISHNAPURI
GALI NO-2 NEAR SHIV MANDIR
MUZAFFARNAGAR, UTTAR PRADESH
PIN CODE -251002.
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OBJECTIVE

- To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

QUALIFICATION

- B.B.A (Bachelor of Business Administration) From C.C.S University Meerut in 2009.
- Intermediate Passed In 2006 With IInd Division from U.P.Board Allahabad.
- High school Passed in 2004 With IInd Division from U.P.Board Allahabad.

OTHER QUALIFICATION

- Six Month Computer course with MS-office (MS-word, MS-excel, internet etc).

EXPERIENCE

- Presently working with **GALWALIA ISPAT UDYOG PVT.LTD. KASHIPUR**, As a (Executive) **Billing & Dispatch** From **10.02.2017** to till Date.

JOB RESPONSIBILITIES

- Logistics planning.
- Dealing with Transporters for freight negotiations.
- Handle the Manpower of Dispatch.
- Daily Dispatch planning Order wise.
- Handle all complaints related to dispatch.
- Manage order sizes with Distributors or party according to available material in stock.
- Prepare Sales Invoice / Outward Invoice.
- Handle E-Way Bill Generation with all Activity.

EXPERIENCE

- Working with **PASHUPATI CASTINGS LTD. ALIGARH** as a (Executive) Dispatch from 01.01.2015 to 31.01.2017.

JOB RESPONSIBILITIES

- Arrange Vehicle from Transportation.
- Daily Dispatch planning Order wise.
- Prepare Sales bill / Invoice.
- Prepare form-21 & form-38.

EXPERIENCE

- Working with trading firm **RUDAMAL NARENDRA KUMAR JAIN** - 3 lamba Bazaar Meerut road Muzaffarnagar, as a Billing Supervisor from 01.02.2011 to 20.12.2014.

JOB RESPONSIBILITIES

- Prepare Sales bills / Invoice.
- Prepare form-21 & form-38.

PERSONAL DETAILS

Date of Birth :	15.04.1987	Gender :	Male
Mother Name :	Smt. Mamo Devi	Father's Name :	Shri Rohitash Saini
Marital Status :	Married	Language :	Hindi, English
Nationality :	Indian		

DECLARATION

I, SANJEEV KUMAR hereby declared that the Above Mentioned Information is true to the best of My Knowledge and belief.

DATE

PALACE

(SANJEEV KUMAR)