**Ravinder Kumar**

**E-mail:**- rksharma2795@gmail.com

**Mob:** - +91- 9896844949

**Add: -** Ward no.9, Rishi Colony, Gali no.5

Near Shiv Mandir, Sonipat, Haryana-131001

**CAREER OBJECTIVE**

Seeking a challenging position that offers me generous opportunities to explore and outshine while accomplishing personal as well as organizational goals by learning & implementation of innovative ideas.

**PERSONAL SKILLS**

* Comprehensive problem solving abilities
* Excellent verbal and Written communication skills
* Can adapt to any environment easily
* Willingness to learn, Team facilitator, Hard worker
* Having good knowledge of measuring instrument

**ACADEMIC QUALIFICATION**

* 10th Pass CBSC Board 2010 (60%) From Hindu Senior Secondary School Sonipat
* 12th Pass CBSC Board 2013 (60%) From Malviya Shiksha Sadan Sonipat.
* Bachelor Of Technology in Civil Engineering 2017 from Kurukshetra University Kurukshetra.

**COMPUTER & SOFTWARE SKILLS**

* Knowledge of Revit architecture
* Knowledge of 3Ds Max Rendering with Vray effect
* Knowledge of Quantity Estimation in Civil Engineering
* Knowledge of Stadd Pro
* Knowledge of AutoCAD in 2D and 3D
* Knowledge of Computer Information & System Management
* Windows 2000/ XP/ Vista/ 7/8/10, MS Office (Word, Excel and PowerPoint) and Internet

**TRANING & OTHER ACTIVITES**

* Worked as trainee in Mapsko Builders Pvt. Ltd. Sonipat Sector 26,26A and 27 from May 2016 to Aug 2016
* Worked as a 3D designer in construction field with contractors
* Active participation in Quiz Programs and Sports events at school and college

**WORKING EXPERIANCE**

* 1 year experience in kerb installation, pavers, manholes, channels, SW pipes,RCC pipes slabs and others development works in ADCO CONTRACTOR AND ENGINEERS
* Deep commercial bore with DIRECT ROTATRY machine and REVERSE ROTATRY machine in HYDROTECH ENGINEERS
* 1 year 8 months experience in designing (AutoCAD , Drafting ) in JSL LIFESTYLE LTD and construction of residential houses as a interior designer in SHIV SHAKTI CONSTRUCTIONS
* Experience in labor providing in construction site eng. Mason, helper, mistri, carpenter, tiles worker, Pop, putty, painter in RK BUILDERS
* 8 months Experience in designing and construction of three residential Houses upto finishing level and double storey buildings

**Job Profile and Responsibilities**

* Manage Inventory from Warehouse to store and store to warehouse
* Follow up with vendors for material & timely inward of stock in to the system.
* Procurement of all kinds of material as well as (Civil, electrical, plumbing, hardware, carpentry, paintings.etc.).
* Resolve supply, quality, service and invoicing issues with vendors.
* Preparation of GRN/ Invoices/Indent/ Bills and Challan.
* Maintain Register, & Record Dispatch & Receiving of Material.
* Maintain all the works related to Material Inward & Material Outward.
* Make a report of Receive and issue of material on Daily basis.
* Maintaining NRGP and RGP gate pass recorded.
* Maintaining the day to day Inventory transactions like Physical Counting, Inward & Issues
* Timely report to HOD (Monthly report, Daily report, Waste sale report).
* Every incoming and outgoing material should be entered in proper procedure and details should be kept in record.

**STRENTH & HOBBIES**

* Hard working, good learning ability, Team facilitator.
* Excellent verbal and written communication skill.
* Reading newspaper, Gardening, Daily Workout.
* Able to handle pressure for completion of the target.
* Will to learn, improve and take Responsibilities & Self Confidence.
* Keen to work, Down to Earth, Punctuality.

**PERSONAL INFORMATION**

Name : Ravinder Kumar

Date of Birth : 27-05-1995

Father's Name : Mr. Pratap Singh

Languages Knowledge : English, Hindi and Punjabi,

Gender : Male

Nationality : Indian

Marital Status : Single

Permanent Add. : Ward no.9, Rishi Colony, Gali no.5, Near ShivMandir,

Sonipat, Haryana-131001

**Date: Place: - (**Ravinder Kumar**)**