

CV
PRAMOD KUMAR THAKUR

F-252/10, M.B.Extn. Badarpur, New Delhi-44., **Mob- +91-8802523104**

Email- pkthakurs@gmail.com



Expert in:-

Store Keeper		Excellent Typing Skills:-
Data Entry	Accounts	English- 45Wpm Hindi- 30 Wpm

Objectives:-

A commercially minded individual with extensive experience and a successful record in operations and store management.. Right now I would like to join a well-established business that is looking for the right person to undertake a new role as an Operations Executive and Store Keeper.

Inventory Management Skills:-

- ✓ Receives and maintains materials, supplies Arranges and coordinates delivery of purchased supplies and materials; arranges location and layout of stock in storage areas.
- ✓ Maintains storage areas in a clean and orderly condition and ensures the security of storage areas Checks and reconciles records with appropriate inventory listings and records; reports discrepancies to ensure workplace health and safety requirement are met and take responsibility for the security of the warehouse and stock.
- ✓ Keep records of all materials, incoming goods and available balance of each item in the store
- ✓ Verify all Material Requests and Receiving Vouchers for all the items
- ✓ Keep files of all Material Requests and Receiving Vouchers for future references.
- ✓ Can Properly Maintain with inventory in **Tally ERP9**.
- ✓ Handling Billing & Collections, Purchase & Vendor relationships.
- ✓ Make stock ledger report as per Management requirement,
- ✓ Stock confirmation for each inventory documents,
- ✓ Create the stock valuation report,
- ✓ Generating all required reports regarding dispatch of products using MS-Excel

Educational Qualification:-

MBA (Finance Management)	NIMS, Delhi	76%
Graduation	Karnataka University	70%
12 th	LNMU	62%
10 th	BSEB	52%

□ 3 years Computer Diploma completed from NIIT

□ **Experience:-**

Wns Global Services Pvt. Ltd. (MNC)	06/06/2011 to 09/01/2016	ACCT
Gammon India Ltd. (Construction)	06/09/2008 to 20/05/2011	Store Keeper
JKAK Industries Pvt. Ltd (FMCG)	11/04/2005 to 03/09/2008	Store Keeper
Pantaloon Retail (India) Limited (Manufacture & Retail- Garments)	11/07/2001 to 15/03/2005	Store Keeper

Proficiency in Computer:-

All OS Software, (**MS office, Tally ERP9**, Marg, V-lookup, H-Lookup, Pivot Table, Filter, Sort, Generate Bill, Maintain Stock, Outlook Express)

□ Well versed with the usage of Internet, E-mail.

Key Responsibilities:-

- ✓ Worked successfully and completed quarter end close procedures in extreme deadlines.
- ✓ Maintain the daily, weekly and monthly **MIS's**, handling customer query.

Strengths:-

- ✓ Ability to work under pressure conditions and show results.
- ✓ Innovative and energetic, Confidence in approach and communication.

Key Capabilities:-

- ❖ Hardworking and result oriented, A Good Team Player
- ❖ Adaptable to situations and Capable to hold challenging responsibilities.

Personal Dossier:-

- ✓ Professional and positive attitude.
- ✓ Quick learner and planning with executing the skills and experience.
- ✓ Flexible in working hours and committed to excellence.

PASSPORT DETAILS:-

Passport No.	:	J6707447
Place of Issue	:	Delhi
Date of Issue	:	21/04/2011
Date of Expiry	:	20/04/2021

PERSONAL PROFILE:-

Father's Name	:	Bachche Lal Thakur
Date of Birth	:	18 th March, 1981
Skype Id	:	pkthakur81
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Married
Languages Proficiency	:	English, Hindi
Hobbies	:	Singing & Achieve target

Declaration:-

I hereby inform you that all the statement made above is true the best of my knowledge.

Date:.....

Place:.....

(P.K.THAKUR)