

Curriculum Vitae



Dayanand

House No.T634/A1

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New Delhi-110008

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TOTAL EXP--- 10 YEARS

Career Objective:

- Seeking an opportunity to utilize my qualification, knowledge & experience in an optimum way go to with objectives of Hard Work, Value Addition, Innovation, Team Spirit & professionalism.

Academic Qualification:

- X th Std. From U. P. Board, Allahabad 1997
- XII Std. From U.P. Board, Allahabad 1999
- Graduate from Kanpur University U.P.2002

Computer Proficiency:

- Internet & E-mail
- Basic knowledge Of Computer Excel and Word.

Experience:

1. Worked with “Express Retail Service Pvt. Ltd. (Big Apple), New Delhi as **F.M.C.G Ware House Officer** From 5.01.2006 to 26.07.2011
2. Worked with in **walson retails pvt ltd** as a **F.M.C.G Ware House incharge** from 25.07.2011 to Date 30.04.13
3. **Working with Wital See Marketing ltd** as a **F.M.C.G Ware House Executive in Guragaon** from 01.05.2013 to 25.11.2013

4. Worked with **Arabian Trading Supplies in Saudi Arabia** as a warehouse store keeper from **27.11.2013 to 15.02.2015**
5. **Present working** in Ever Green Bamboo India Pvt Ltd In Noida As **Ware House incharge** from 25.12.2015 Till Date

Responsibility

- Core logistics activities of Inward & Outward of Material from Different Suppliers /Stores/Warehouses.
- Ensure 100% stocks fulfillment and dispatch accuracy to stores.
- Ensure LIFO system at Warehouse.
- Co-ordinate with Category team and Store team for proper and timely fulfillment of stocks to stores.
- Proper storage of material in Racks, Pallets and Bins as per Merchandise Category.
- Issue of Discrepancy Note to Suppliers / Warehouses for respective Shortage/ Excess / Damage of Material.
- Responsible for proper Maintenance of Physical Stocks.
- Planning and scheduling the delivery of goods.
- Responsible for managing the loading of vehicles, completed stock.
- Supervision out sourced labor Housekeeping & Loading
- Assisting Store officer in day to day operations.
- Dispatch related work.
- Handling Billing Software & prepare all kinds of Bills, Reports & Documentation.
- Maintain the record of stock Dispatched on the daily Basis.
- Maintain and check the stock on the daily Basis.
- Reporting short & excess of good received to warehouse.
- Verifying the reports of stocks Transfer, Sales Report, Guard Registers.
- Preparing Stock out Make the Challan & Checked them.
- Loading and unloading Trucks, vans and other vehicles

Additional Information:

- I am very Hard Worker, Team Spirit.

My Brief:

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|--------------------------|---|--------------------------|
| 1. Name | : | Dayanand |
| 2. Father's Name | : | Sh. Kanhiya Lal |
| 3. Date Of Birth | : | 17 th Aug1981 |
| 4. Sex | : | Male |
| 5. Nationality | : | Indian |
| 6. Martial Status | : | married |
| 7. Religion | : | Hindu |
| 8. Language Known | : | Hindi & English |

It is hoped that above of mine particulars will write to your requirements & Undersigned will be offered a clearance to serve your reputed Organization.

Date:

Place:

(Dayanand)

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