

Resume

JANARDAN PRASAD

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CAREER OBJECTIVE

I want to secure job in reputed firm where I can use my acquired experience and knowledge in the field of CSS operation and good knowledge in MS-Excel, MS-Word and Power Point for the expansion and benefit of the organization.

SUMMARY OF QUALIFICATIONS

- 2004: Completed Graduation from Delhi University.
- 1999: Completed senior secondary with from CBSE board, Delhi.
- 1997: Completed higher secondary from CBSE board, Delhi.

EXPERIENCE HIGHLIGHTS

- Worked at **Cummins Sales & Service Ltd**, from Jan.16 to till Date Asst. Manager Parts.
- Worked at **Cummins Svam Sales & Service Ltd**, from Feb.12 to Dec.15.
- Worked at **SVAM Power Plants Pvt. Ltd.** as a Parts supervisor from Jul.11 to Feb.12.
- Worked at **OVN Trading Engineers Pvt. Ltd.** as a Store Keeper from May.09 TO Jun.11
- 08 year's experienced in **Ghaziabad Engines & Machines (P) Ltd.** as Store Keeper

WORK EMPLOYMENT HISTORY

1. Cummins Sales & Service (P) Ltd.

Department: **Store**

Designation: **Asst. Store Manager.**

Work: **Analyzing of consumption of Parts and creating order accordingly to our Principal. Also Looking Supply chain to all Bo's. Meeting with customer for generate new business.**

2. Cummins SVAM Sales & Service Ltd.

Department: **Store**

Designation: **Parts Supervisor.**

Work: **Analyzing of consumption of Parts and creating order accordingly. Also Looking Supply chain to all Bo's.**

3. SVAM Power Plants Pvt Ltd.

Department: **Store**

Designation: **Parts Supervisor.**

Work: **Maintaining of Bin card and handling of all inventory. I am looking after 03 Branches and 01 area office and also creating warranty claim all B.O.s (CSSPL entity). Coordinating with CIL for pending claims for entity. Also arranging parts for warranty support with coordination with service team.**

Searching Parts by using of QSOL, E-Catalogue and I-Support and all backend Support.

4. OVN Trading Engineers Pvt Ltd.

Department: **Store**

Designation: **Store Supervisor**

Work:

5. Ghaziabad Engines & Machines (P) Ltd.

Department: **Store**

Designation: **Store Keeper**

Work: **Maintaining of Bin card and handling of all inventory. I am looking after 03 Branches and 01 area office and also creating warranty claim all B.O.s (CSSPL entity). Coordinating with CIL for pending claims for entity. Also arranging parts for warranty support with coordination with service team.**

TECHNICAL SKILLS AND EXPERTISE

- **Ms office-2007, Skills with Excel functions and Keyboard Shortcut.**

Proficiency with Ms-office, Good Typing Speed, data conversion processes, online form filling, which should help me in performing my duties with a high rate of efficiency.

- Operating System XP and Windows Vista.
- Installing all types of Software.
- Internet Browsing.

SELF APPRAISAL AND STRENGTHS

- I am a person of keen intelligence and always come up with hard work.
- I am enthusiastic to work in different work cultures and different environments.
- I have the quality of self-initiation and ability to learn and utilize new technologies rapidly.
- I am straight forward analytical and very practical in my life. My assets are strong relations with people.
- Making friend and group discussions helps me to develop my confidence and increase my knowledge on different subjects.

PERSONAL DETAILS

Father's Name : Shri Ramasharya Prasad

Date of Birth : May 31, 1982

Nationality : Indian

Hobbies : Playing Cricket / Chess.

Language Known : Hindi & English

Passport No : S4200036

I declared that above mentioned details are true to the best of my knowledge; the documentary proof will be submitted when called for.

PLACE :

DATE :

(Signature)