

CURRICULUM VITAE

H. No. E - 322, Sec. 15, NOIDA,
(U.P.) Pin code: 201301
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PREM SINGH BISHT

Career Objective

Finding an Attractive and Dynamic job where I can fully use my Experience and Education and Supportive Environment that would enable me to make progress through gaining a new professional experience.

Working Experience

Varinda Papers Pvt. Ltd.

Address : B-64, Sector 67, Noida, U.P.
Span of year : 29th April-2021 to continue
Designation : Warehouse Incharge

Responsibilities

- Maintain high customer satisfaction levels through excellence in dispatching, identifying, receiving, and ensuring quality of products.
- Control and organize storage and inventory space.
- Define staffing needs and allocate workload
- Prepare, pack, schedule, and route orders for delivery
- Work with management teams to observe disciplinary issues, attendance, and performance of direct reports
- Monitor stock levels in order to highlight minimum and excess levels

Hanaro Logistics Private Limited

Address : A-5, Sector 67, Noida, U.P.
Span of year : Nov. 2016 to Nov. 2019
Designation : Warehouse Executive

Responsibilities

- Stock movement (inward & outward) entries in inventory management software.
- Managing dispatches & preparing required dispatch docs.
- Ensuring 100% accuracy of physical stock & stock in inventory management system
- Preparing product & cartons labels for stock in- warding.
- Resolve customer escalations with experience team
- Daily activity planning - stock, manpower, truck supervise picking, truck loading, manpower assignment and dispatch to customer locations

CERAGEM INDIA PVT. LTD.

Address : **Plot no. 117, Ecotech-III, Greater Noida, U.P.**
Span of year : **Oct. 2011 to Nov. 2016**
Designation : **Warehouse Executive**

Responsibilities

- Handling Incoming and outgoing flow of materials to customers All over India with a team of 5 subordinates.
- Coordinating with Marketing & Accounts department for smooth flow of incoming and outgoing material. .
- Dispatching/Issuing of material using techniques of FIFO.
- Arrange Spare parts materials in a systematic manner.
- Appointment of Transporters, courier companies etc for dispatch of material.
- MIS report submission on Stock Valuation.
- Fill road permit form according to state during dispatch time.

DGS Marketing.

Address : **Plot no. 6, Mohan Nagar Ghaziabad.**
Span of year : **Jan. 2010 to Oct. 2011.**
Designation : **Warehouse Coordinator**

Responsibilities

- Responsible for quality control, No damaged product is sent out. No damaged raw material is accepted in.
- Planning and monitoring the storage, delivery and dispatch of orders
- Receive Materials, Physically count and check the material.
- Update the Bin Card and maintain daily stock register.

EXL Services.Com (I) Pvt. Ltd.

Address : **A-98, Sector – 58, NOIDA.**
Span of year : **Nov. 2003 to Mar. 2009**
Designation : **Insurance Associate**

Responsibilities

- As a part of Insurance Team the responsibility is to process the applications/policies, we receive from the client and provide basic support.
- Quality checking of insurance applications for the team.
- Providing job related training to the newly joined employees.

Innodata (I) Pvt. Ltd.

Span of year : Jun. 1998 to Nov. 2003
Address:- : A-15/16, Sector – 16, NOIDA.
Designation : Data Processor.

Responsibilities

- Quality checking, data which is filled by the encoder.
- Formatting .txt files into .htm files through HTML coding according to the requirements of the hard copy.
- File handling as a coordinator.

Educational Qualification

- Bachelor of Arts (B.A.) Pass Delhi University
(P.G. D.A.V. College, Nehru Nagar)
- Senior Secondary passed from C.B.S.E. Delhi Board.
(Harcourt Butler Sr. Sec. School,)
- Higher Secondary passed from C.B.S.E. All India Board.
(Sanjay Bal Vidhalya Public School, Noida)

Professional Qualification

Certificate Course in computer application from MICS Institute.

Demographic Information

Father's Name : Shri Dhunger Singh Bisht.
Date of Birth : 14th October, 1974.
Marital Status : Married
Nationality : Indian
Language Known : English, Hindi.

Date: _____.

Place: _____.

(PREM SINGH BISHT)