**Curriculum vitae**

**Manish Gautam**

House No- 2 N 4 Mahaveer Nagar Ext. Kota Pin- 324005

Mobile – 7688889902.

**CAREER OBJECTIVE:-**

**I want to serve in an organization where I can utilize all my skills and abilities, which contribute in organization as well as my career growth**

**ACADEMIC BACKGROUND:-**

|  |  |  |
| --- | --- | --- |
| **university/college** | **qualification** | **year of passing** |
| **R.B.S.E.** | **10TH** | **2009** |
| **R.B.S.E.** | **12TH** | **2011** |
| **UNIVERSITY OF KOTA** | **B.A** | **2018** |

**COMPUTER SKILL:-**

=MS EXCEL

=MS WORD

=TYPING ENGLISH

=COMPUTER OF BASIC KNOW

**EXPERIENCE:-**

|  |  |
| --- | --- |
| **YEAR** | **COMPANY** |
| **2 YEAR EXP.** | **SWAVALAMB HR PVT.LTD- STORE MANAGER** |
| **4 YEAR EXP.** | **DISH INFRA SERVICE PVT.LTD- Coordinator- AT NATANI ASSOCIATE** |
| **1 YEAR EXP.** | **DISH INFRA SERVICE PVT.LTD- Coordinator- AAGAM COMMUNICATION** |
| **2 YEAR EXP.** | **Tata sky pvt.Ltd. - Coordinator** |

**4 Year Experience in DISH INFRA SERVICE PVT. LTD Backend Natani associates.Kota Rajasthan**

|  |
| --- |
| * Received and dispatch of operation & maintenance items. |
| * Maintain the record of dispatch and receiving of Handsets, O&M, HS Accessories, and RCV & MARKETING collaterals at warehouse. |
| * Bill processing of secondary transporter. |
| * Making the weekly, monthly and daily report of inventory, Dispatch & Daily activities in warehouse. |

**2 Year Experience in Dish Infra PVT. SWAVLAMB HR PVT. Ltd Store account**

* Managing Inventory all SSSD and MMT stock tracking
* Order Processing material as per commercial and cs or sales
* Making **MIS** (Management Information System) Reports.
* Taking Physical Stock monthly send to company at Jaipur
* Managing Receiving and Dispatches.
* Reverse Logistics.
* Analyzing returned goods data.
* Classification of Goods by SKU.
* Reconciliation of HS and RCV.
* Record management and Providing **MIS** to senior management.

Co-ordinate with sales and service team

Co-ordinate with transporter and courier to pick the material and timely delivered

2 YEAR EXP.TATA SKY PVT. LTD. Coordinator

1 YEAR EXP. AAGAM Communication DIsh INFRA SERVICE PVT. LTD. Coordinator

**PERSONAL OUTLOOK:-**

I am an enthusiastic, sincere and hard working person positive attitude and a good grasping adoptability to work as a team member

**STRENGTHS:-**

* Believe in Hard Working.
* Fully conscious of given responsibilities.
* Strong determination and consideration.
* Good communication skills.

**PERSONAL PARTICULARS:-**

Father’s name Ghanshyam Gautam

Date Of Birth 03-11-1995

Gender Male

Nationality Indian

Marital Status Unmarried

Language Known Hindi, English

***I hereby declare that the above mentioned details are tru to best of my knowledge & belief .***

Date :

Place : kota

Manish Gautam

7688889902