**VIPIN KUMAR**

**Mobile:-**09990172630, 08285151088, C-200/7 Ganga, Vihar, Delhi-94 Email:-**Vipinkumarthakur0123@gmail.com**

**Aspiring for middle level positions in Supply Chain Management, Hotel Catering, Media line Business Skill Development with a growth-oriented organization.**

### CAREER CONTOUR

**APPLY FOR SR.EXECTIVE**

**Since May’13 to Till Date Senior Executive Sahaj E Village Ltd Online Internet Support**

**Key Deliverables:**

* Sahaj E Village ltd is National. Skill Development
* Governments Contracts working in Company.
* Study Canter all over Ural Village and city.
* Students Recode and Data Maintain.
* Arrangement students Hotels & Restaurant.
* Guides to candidate call information’s.
* Pick-up the candidate Delhi locations.
* Candidate interview the good company’s
* Interview problems solved and Help the candidate
* Daily meeting is Discuss problem the Senior

**Since Aug’12 to Feb’13 Catering Manager & Cashier**

**Deepak Restaurant (IRCTC) Software Alpha Posit**

**Key Deliverables:**

* Arrangement of food supply for Indian Railway Department.
* Order booking of customers and delivery of the same by office boy to the customer end.
* Daily sales report to head office and making indent of the material in restaurant.
* Maintenance of office and fulfill requirement of staff members.
* Supervise whole staff and provide those daily tasks and taking care of hygiene.
* Keeping glance over the standard of safety and cleaning of the Resort.
* Achieving daily and monthly targets given by Head Office.
* Coordination with vendors for indent material.
* Serving the best service to the customer and make them fully satisfy.

**Since Oct’09 To Aug’12 Asst. Warehouse In charge**

**Yes Mega Mart Pvt Ltd. (Gzb) ERP Oracle 10g**

**Key Deliverables:**

* Preparing a Stock Transfer Report and deliveries report on daily basis; submitting the same to Manager.
* Visual merchandising as well as purchasing material from vendor and suppliers and negotiation about the rates of material.
* Good knowledge of Ladies, Gents and Children garments and purchasing material in bulk from Delhi whole sale markets.
* Creating party in the system as well as creating items as according to the categories.
* Making purchase order, GRN, Stock Transfer and Billing etc.
* Bar-coding of material and segregate material category wise and making stock transfer to stores.
* Making schemes to all stores and setting the sale targets of all stores.
* Taking stock of each and every warehouse, store and service centre to keep stock updated and matching with system’s stock.
* Achieving sales target and maintaining FIFO strictly.
* Making new customer and developing new avenues for promoting the business.
* Ensuring regular audits & reviews to meet desired standards.
* Overseeing the administrative functioning of store and maintaining a motivated and enthusiastic team for achieving and exceeding targets.
* Grooming and development of staff for future roles and creating & maintaining a brand image of Yes Mega mart Pvt. Ltd.

**Since Oct’08 to Mar’09 Computer Operator & news Editing**

**ADS MEDIA (P) Ltd Online Internet Support**

**Key Deliverables**

* All working in Yatrashala.com as a customer support executive.
* Online information to the customer and providing them immediate support.
* Booking hotel, resort, bus and rail tickets online and helping customers.
* Hotels tour airline Bus Rail ticket information’s in the customer.
* Providing the complete information to customers through Images and video of visiting place.
* Total working in the airline Bus Rail Hotels All arrangements
* Award the best Employee of the company as a customer support executive.

**Highlights**

* Played a key role in setting-up process control team for proper filing & documentation. Defined proper alignment of billing solutions as per business needs.
* Demonstrated skills in achieving & maintaining regularly monthly supply turn-over as per monthly revised targets.

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### ACADEMIC QUALIFICATION

* IT Skills: MS DOS, MS office, Power Point, Excel, Internet, Computer Hardware, Installation software.
* Diploma in **Electronic Mechanical** from Uttar Pradesh.
* **Pursuing B.A.** from Delhi University.
* **12th** from N.I.O.S Delhi.
* **10th** from N.I.O.S Delhi.

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### PERSONAL DOSSIER

Date of Birth : 4th April 1983

Present Address : C-200, Street No-7, Ganga Vihar, New Delhi-110094

Linguistic Abilities : Hindi & Punjabi

Currents C T C : 16.000 /-PM

**Expected CTC** : 23.000 /-PM

**(VIPIN KUMAR)**