**CURRICULUM VITAE**

**SUNIL KUMAR VERMA Permanent *Address:***

**Contact No. +91-9650423389 +91-8700674740**

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| Village & Post Amari ( Koilsa) Azamgarh UP-276142 |

[Sunilverma0591@gmail.com](mailto:Sunilverma0591@gmail.com)

**OBJECTIVE**

To be associated with a reputed and professionally managed Institution/company actively engaged in the general wellbeing and development of mankind where my academic, professional, and personal skills will contribute to the success of the institution.

**EDUCATIONAL QUALIFICATIONS**

* **10th from UP BOARD (2006)**.
* **12th from UP BOARD (2008)*.***
* **Graduation from VBSP UNIVERSITY JAUNPUR (2011).**

**WORKING EXPERIENCE:**

* ***UNITED SPIRITS Ltd. As Warehousing Logistic Supply Chain operation (2013-2020).***
* ***BOUTIQUE BRANDS SPIRITS PVT. LTD (since Nov-2020 to December-21).***
* ***Currently Working with TATA ADVANCED SYSTEMS LIMITED (Since Jan-22)***

**JOB RESPONSIBILITY**

* + - * **Looking for Liaising With Defence Project.**
      * **Prepare MIS Reports.**
      * **Manage Inventory (Inward & outwards)**
      * **Create Challan & Invoiced (SAP, delta System & Fro fox System).**
      * **Manage dispatch plan Inbound & outbound.**
      * **Looking at Physical Stock & SAP Stock Reports Day-wise.**
      * **Maintaining optimal stock levels to ensure timely availability of products. Managing excess and aging stock. Review service levels on a continuous basis. Coordinating the shipment of goods from the warehouse.**
* **Responsible for completing the Order to delivery cycle for every order Coordination with Commercial and Finance team for customer code creating / price setups/order release etc for completing order processing and execution cycle.  
  Material Management & order processing through SAP Module (Inventory GRN / stock Transfer/ order punching / order processing / invoice generation / Stock reconciliation / Requisition creation/ Purchase Order Creation etc.  
  Responsible for managing trackers like Daily order status updates, and pending orders with reasons**
* **Responsible for MIS report generation from SAP SD module on a fort-nightly basis. This includes Monthly OTIF/ OLFR reports, Weekly order Delivery Schedules**.

**TECHNICAL QUALIFICATION**

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| **COMPUTER BASICS** | **:** | * Microsoft word * Microsoft PowerPoint * Microsoft Excel * Internet * email |
| **OPERATING SYSTEM** | **:** | * Windows XP * Windows 7& Windows 10 |
| **SAP** |  | * FICO & SD & MM |

**HOBBIES**

Reading Books, Listening to Music

**KEY SKILLS**

* Good qualitative aptitude along with excellent grasping power and eagerness to learn.
* Proficiency in communication skills.
* Self-motivation and a passion for success.
* Better time management skills.
* Decision-making skills.
* Positive approach and active participation.

**PERSONAL DETAILS**

Date of Birth : 5TH Feb 1991

Father Name : Sh. Amerika Prasad Verma

Mother Name : Mrs Tara Devi

Gender : Male

Marital Status : Married

Religion : Hindu

Nationality : Indian

Permanent Address : Village & Post Amari (Koilsa)

District :- Azamgarh (UP) Pincode-276142

Languages : Hindi, English

**DECLARATION**

I hereby declare that the above information is correct and true to the best of my knowledge.

Place:  
Date: **(SUNIL KUMAR VERMA)**