**CURRICULUM VITAE**

**RAHUL**

V.P.O Tajpur Bhamian Road Email:-rahulkumar2012013@gmail.com

Dist. - Ludhiana Mob:-8556942012

Pin: - 141015

**OBJECTIVE:-**

* I am looking for a flourishing career in an organization. I want to use all my Knowledge and attitude to prove my worthwhile as a dynamic professional and to serve the organization to my level best. The assignment related to my filed will be best done and, I prove myself for the entire satisfaction of the employer.

**WORK EXPERINCE:-**

* Work as Account Assistant in **Bedi sales pvt ltd.** 32-Sector Ludhiana (2016-2018)
* Work as a Sales Executive in H**DB Finance Services Ltd, Ludhiana** From (2018-2019)
* Work as a Supervisor in **JAWANDSONS Pvt Ltd,** Bholapur Textile Export House from (2019-till Date)

**EDUCATION QUALIFIACTION:-**

* 10th Passed from PSEB Mohali in 2010.
* +2 Passed from PSEB Mohali in 2012.
* B.com Passed from Punjab University 2018.
* Basic MS Office & Accounting Tally Computer Course.

**Additional Skills**

* **Microsoft Office package :** MS Word, MS Power point & MS Excel
* **SAP & ERP :** SAP & ERP Software Knowledge
* **Internet :** Internet Work Like E-mail Send and Received & Other Internet Works

**Training & Seminar**

* Make Time Matter
* Communication With Confidence
* Winning with Accountability- Choosing to be an Owner
* Building Bonds- Relationship management
* Building Your Own Brand

**ROLE & RESPONSIBILITIES**

* Vehicle Loading and Unloading as per bill deta
* Unloading of Material received from Vendor and issue of material to Production Team.
* Maintain inventory of the daily issuing and receiving materials
* Record Keeping of material issue and receipt at store
* Stock material issued through FIFO & LIFO System.
* Strong experience in logistics and Inventory management
* Issued Inventory in ERP & All Store related Work in ERP System
* All report forward to seniors, Daily ,weekly & monthly basis
* Documentation the files of all billing & inward activities.
* Monthly Taking Inventory and Also check system counting, & take appropriate action for any Mismatch
* Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.
* Maintain material stock register.
* Responsible for material receipt, material issue and inventory.
* Prepare Monthly Stock Report and Checking physical stock as per records.
* Daily entry of issue slips in ERP
* Maintain 5s and keep materials in Rack/Bin.
* Share Daily Material Reciept and Issue stock
* Daily report of opening balance & closing balance of material
* Checking incoming materials for quality and quantity against invoices
* Handling of different type of stores, Raw materials, Finished goods, Ware, Chemical stores,
* Maintain Incoming stock ledger Register
* Primary Knowledge of Sale bill, Purchase bill, Data Entry & Document management etc.
* As a Working hall incharge proper guide and team work
* Daily Send mail Work Details like Stock report & Pending Bills.

**HOBBIES:-**

* Listening Music

**STRENGTH:-**

* Hardworking.
* Positive thinking & amp; optimistic Attitude.
* Good Communication Skills.

**PERSONAL DETAIL:-**

Father’s Name: S. Raj Balam

Date of Birth: 13 Dec.1994

Sex: Male

Marital Status: Married

Nationality: Indian

Language Known: - Hindi, Punjabi & English

**DECLARATION:-**

* The Above Mentioned Information Is True and Correct To the Best of My

Knowledge and Belief. If I Am Selected and Given A Chance to Serve In Your

Esteemed Organization. I Shall Prove My Best and Ability to the Entire Satisfaction

Of My Superiors.