

## Curriculum Vitae

# MUKESH KUMAR

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### **OBJECTIVE:**

A dynamic high energy individual with quick learning capability, having above 5 years+ of proven track record, seeking assignments in Operations, Order processing, Supply chain Logistics and Distribution with an organization of high repute in which I can infuse my learning for mutual growth.

### **PROFILE SUMMARY:**

- A competent professional with over more than 5 years+ of experience in Logistics.
- Specialized in order processing, warehousing, logistics and production line.
- An effective communicator with honed interpersonal, planning, problem solving and motivational skills.
- Adaptable and flexible to any kind of working environment
- To execute all my duties with the perfection and full satisfaction to the employer.

### **EMPLOYMENT PROFILE:**

**Total Work Experience: 05 Yrs+.**

#### **Asian paints Pvt. Ltd. (CFA- USHPHAL COM.)**

(From Mar 2024-TILL NOW)

#### **In-charge of Project Dept. & Tinting Product.**

#### **JOB RESPONSIBILITY: -**

- Receiving indent, Creating and processing Sales Orders. Check material ability, creating and deliveries, Post goods issue and processing STN (Invoice), Create E-ay bill in SAP.
- Effective Coordination with Picking Supervisor & Transporter and dispatch tam for dispatched.
- Day closing and Customer Support.
- Making and updating MIS report on daily basic.

- Team training for 100% picking/micro check.
- Inventory correction by using interim bins in SAP.
- Two time in month Near Expiry & Damage Audit.
- Weekly Cycle count of 25% of total inventory of Project Material.
- Monthly full stock count.

**Reliance Retail India Pvt. Ltd. (RKCO Group.)**

(From Mar 2022-Feb 2024)

**Sr.Supervisor- (Inventory(QA) And Inword)**

**JOB RESPONSIBILITY: -**

- Ensuring 100% articles mapping before Vehicle receiving.
- Ensuring required space is available for inward vehicles.
- Ensuring proper Put away has been done by Inward team by doing Put way Audit on daily Basis.
- Ensuring right quantity is kept at right location at right time.
- Daily preparation of audit documentation.
- Daily inventory correction by using interim bins in SAP.
- Daily micro Check audit before articles get handover to Transport team.
- Defining and maintaining minimum and maximum stock level, location wise/SKU wise.
- Regular check on Near Expiry articles by doing expiry Audit.
- Daily Cycle count of 5% of total inventory and daily reconciliation.
- Monthly full stock count.

• **EINS TECHNIK Pvt. Ltd. Ghaziabad.**

(Feb 2020 to Feb 2022)

**EXECUTIVE – LOGISTICS & DISPATCH**

• **SANFORT Per.SCHOOL.GHAZIABAD.**

(JULY 2018 – JAN 2020)

**LOGISTICS – (INVENOTRY & TRANSPORT)**

- **Cogent e-Services Pvt. Ltd. With Airtel Broadband & Mobility.**  
(Two and Half Years)

### **CSE & Team Leader – (SALES DEPT.)**

## **EDUCATION**

- High School Passed from U.P. Board in 2010.
- Intermediate Passed from U.P. Borad in 2012.
- BA Passed from CCS University, Meerut in 2020.

## **TECHNICAL QUALIFICATION**

- ITI (Electrician) Passed from NCVT, Lucknow in 2022.

### **PROFICIENT IN**

- MS Office (Excel, Word, PowerPoint, Outlook)
- SAP
- Open Bravo

### **PERSONAL DETAIL**

- Father's NAME - Sunil Kumar
- Date of BIRTH - 12.10.1995
- Marital STATUS - Married
- Present Address - Anand Vatika, Bahrampuri, Bahdrabad, Haridwar  
(U.K.) Pin Code-249402
- Languages Known - Hindi and English
- Hobbies - Playing Cricket, Watching Cricket.
- Nationality - Indian

**Declaration-** This is to certify that above particulars are true up to the best of my knowledge.

Date:

Signature

Place:

**(MUKESH KUMAR)**