DURGESH PRATAP SINGH

 ID: pratapdurgesh111@gmail.com

Mobile No: 7499023785

Address: A 404 Vartak Plaza phool pada road Near RJ Restorent Virar East 401305

Personal Details

Date of Birth : 10 March 1995

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi

Personal Interests : Reading, Movies, Outdoor Games, Music

References : On Request

OBJECTIVE

Seeking a long-term, challenging and career oriented employment, and to assume a responsible position in a reputed and progressive organization, where I may invest my experience, professional expertise and educational qualification towards attaining the objectives, growth and success of the organisation.

PERSONAL PROFILE

Hard working, self motivated, responsible and enjoys the challenges of a busy demanding work environment, a team member used to prioritizing work under pressure and capable of making significant contribution to the efficiency of the organization.

PROFESSIONAL EXPERIENCE

1. Lifestyle International Pvt. Ltd. Under TRANSPORT CORPORATION LIMITED INDIA ( TCI )

A logistic and supply chain management company that focused on providing Innovative Best Value Technology Lased logistics services & solution for all type of 3PL activities.

Job Responsibilities:

 Data Entry Operator

* Know about Inbound process in Oracle WMS.
* Know about Inbound in BIP.
* Full knowledge in Documentation of Inward
* Complete knowledge on process from Inbound

Job Profile

* IRN, Appointment creation.
* Vendor Receipt
* Receiving & GRN.
* Discrepancy reporting to the Buyers & Vendors

2. Peninsula Business Park in Receptionist

Job Responsibilities:

* Reception
* Meet & Greet
* Visitor Logs
* Call Handling
* Issue Resolution
* Housekeeping
* Security
* Payment Processing

3. Present Peninsula Business Park in Security Supervisor.

Job Responsibilities :

* Security team management
* Daily incident Report
* Emergency Response
* First Aid
* Make roster for security guards
* Make Attendance security & Housekeeping on daily basis
* Make security daily report on daily basis of
* Make MIS report on daily basis

 ACADEMIC QUALIFICATIONS

* High School Education (10 ), ( PPS INTER COLLEGE DAUDPUR PATTI PRATAPGARH )
* Intermediate Education (10+2),( PPS INTER COLLEGE DAUDPUR PATTI PRATAPGARH U.P.

* Bachelor of Art (RAM MANOHAR LOHIA AVADH UNIVERSITY FAIZABAD)
* Windows Microsoft Office (M.S.Word, Excel, Powerpoint etc)
* Theoretical and practical knowledge in Visual Basic.
* Practical knowledge in Enterprise resource planning (ERP)
* Practical knowledge in Business Intelligence Procedure (BIP)
* Practical knowledge in Warehouse Management System (WMS
* Diploma in MS Office in Mumbai .

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