

CURRICULAM VITAE

SUMIT TYAGI

H. No. : A-734, Dabua Colony

NIT, Faridabad (Haryana)

Mobile No. – 9717677849

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OBJECTIVE

To work in professional and competent environment that enables me to cope with the emerging trends and technologies to widen the spectrum of my knowledge and earn name and fame for the company I work.

EXPERIENCE

- ❖ Working with Azzurra Pharmaconutrition Pvt. Ltd. As a Sr. SCM Executive from May 2018.
- ❖ One Year Six Months Experience with Medsource Ozone Biomedical Pvt. Ltd. From November 2016 to April 2018 as SCM Executive.
- ❖ 1 Year & 9 months Experience with Azzurra Pharmaconutrition Pvt. Ltd. In Sector-19, as SCM Executive from February 2015 to November 2016.

Azzurra Pharmaconutrition Pvt. Ltd. Under technical collaboration with Azzurra Pharmaconutrition USA, Team of world renowned scientists, committed for technology advancement and medical innovation for more than 10 years.

Medsource Ozone Biomedicals is a fast growing professionally run organization focused into developing, manufacturing and marketing of Clinical Diagnostic products with focus on emerging markets in Asia, Africa and South America.

Job Responsibilities

- Invoices, Stock Transfers, Credit & Debit Note, Stock Maintains, Store Maintains.
- Issue purchase order to suppliers/vendors & follow up with them to ensure prompt delivery of goods at required locations.
- Coordinating with suppliers by raising enquires, purchase orders & receipt of materials.
- Dispatch and billing
- Maintain Records (Purchase bill & GRN) by filing related documents

QUALIFICATION

Academic Qualification

- ❖ Passed 10th from Haryana Board.
- ❖ Passed 12th from Haryana Board.
- ❖ Passed B.Com from Manav Bharti University.

Professional Qualification

- ❖ Trained in Certified professional Accountant Course from NIFA (National Institute of Finance & Accountant), Faridabad.
- ❖ Trained AutoCad 2d with Mitsu Cad Institute

COMPUTER SKILLS

- ❖ Basic Knowledge of Computer With Ms Office.

SOFTWARE KNOWLEDGE

- ❖ MARG WIN.
- ❖ ERP CBO.

PERSONAL INFORMATION

Father's Name : Sh. Satbir Tyagi
Date of Birth : 27th Dec, 1988
Language Known : English & Hindi
Marital Status : Unmarried
Nationality : Indian

DECLARATION

I hereby declare that the above information furnished by me is true to the best of my knowledge.

Date:

Place:

(SUMIT TYAGI)