**CURRICULUM VITAE**

MUKESH KUMAR

KH/NO:- 24/8 GALI NO 8

PART-3 SURENDER COLONY

JHARODA BURARI Delhi-110084

CONTACT NO.: 9718020770

Email – mukeshkumarsoni66@gmail.com

**KEY SKILLS & PROFILE**

Purchase Manager / Admin Manager / Retail Manager

Dedicated Manager Professional with Nine years of Experience of Managing and assisting office work as a team a leader in all functioning. Strong Command on team , capable of handling all team individually of any department. Possess convincing skills and a smooth interaction experience with client handling. Highly motivated and strong work ethics.

**EXPERIENCE - 9 YEARS**

* CURRENT COMPANY - ODHNI

DESIGNATION - PURCHASE MANAGER

WORKING TENURE - 2013 To till date

ABOUT COMPANY - Retail chain of Ethnic wear since from 1995 having three branches all

over Delhi & NCR

* PREVIOUS COMPANY - HALDIRAM

DESIGNATION - CASHIER

WORKING TENURE - 2011 – 2013

ABOUT COMPANY - Retail chain of food items

**WORK PROFILE**

* Handle purchase work corresponding.
* Handle Admin related work corresponding.
* Take care of team of 12 staff member as a team leader and responsible for their task too.
* Handle Local and Pan India purchasing dealing with clients related billings and dispatching issues
* Manage the database in software as well as in excel as per company procedure
* Fixing the appointment for the vendors related for showing samples
* Handle vendors also for purchasing relatied samples sorted out
* Do mailing corresponding

**ACADEMIC QUALIFICATION**

10TH FROM C.B.S.E

12TH FROM C.B.S.E

Graduate from Delhi University

**COMPUTER KNOWLEDGE**

* Basic knowledge of computer
* Z order Software
* MS Office

**STRENGTH**

* Hard working
* Positive Attitude
* Good communication skills & able to work in team
* Punctuality

**PERSONAL DETAILS**

Father’s Name : RAVINDER PRASAD

Date of birth : 10 JAN 1989

Language Known : English, Hindi,

Nationality : Indian

Gender : Male

Hobbies : Playing cricket, Net Surfing & listening to Music

**Place: Delhi (MUKESH KUMAR)**

**Date …………**