**Nadeem**

**4.2 Year + Experience Email**: Ntanwar1993@gmail.com

VILL-NALWA KI DHANI, **Contact**: +91 9602528310

PO-NALWA, THE-CHIRAWA

DISTT-JHUNJHUNU (Raj) 333025



**Objective:**

To work towards the company’s goals and objectives. Always ready for challenging work in a stimulating environment where I can enhance my knowledge and utilize my potential to the best of my ability in conjunction situation.



**Educational Credentials:**

**B.A 2014 (Regular)**

Seth Motilal College Jhunjhunu, Rajasthan University – **55.50%**

**H.S.C., 2011 (ARTS)**

Rajasthan Education Board, Ajmer – **69.85%**

**S.S.C., 2009**

Rajasthan Education Board, Ajmer - **50%**

**RSCIT., 2016(Certificate)**

Vardhman University of Kota -**64%**

**OFFICE ASSISTENT. 2015(Certificate)**

RSLDC –**A Grade**



**Technical Skills:**

|  |  |
| --- | --- |
| Operating Systems | Windows98, 2000, 7 & 8, System And Application Software Installation. |
|  |  |



**Professional Experience:**

**Previous Organization:**

* **AKB Travels pvt ltd.(1st OCT 2015-30 SEP 2016**)

**Current Organization:**

* **WIPRO LIMITED. (2st NOV 2016 – Till Date)**

**Company Profile:** Wipro Limited (NYSE: WIT, BSE: 507685, NSE: WIPRO) is a leading global information technology, consulting and business process services company. We harness the power of cognitive computing, hyper-automation, robotics, cloud, analytics and emerging technologies to help our clients adapt to the digital world and make them successful. A company recognized globally for its comprehensive portfolio of services, strong commitment to sustainability and good corporate citizenship, we have over 160,000 dedicated employees serving clients across six continents. Together, we discover ideas and connect the dots to build a better and a bold new future.

**Designation: Operation Executive**

**Key Responsibilities:**

* Individual handling AOC project in Wipro like end-to-end solution by monitoring by fixing ETA forspare requirement.
* Handling store & Inventory Controlling.
* Material storage, inspection.
* Material issue for consumption.
* Indent analysis.
* Physical verification of material.
* Controlling the Material forward and Reverse to Partner and Vendor.
* Inventory and Vendor management.
* Check Physical Count as per Book Stock on Monthly Basis.
* Generate Warehouse receipts in SAP and Registers.
* Handling spare IN & OUT process through SAP.
* Good receipt for domestic material and good receipt for import material and GRN entry in SAP.
* Following upon the forward and reverse logistics spare movement of ES,IAS,AOC.
* Checking registers like Control, Stock, Attendance, Visitor, other all related register.



**Personal Details:**

|  |  |
| --- | --- |
| Father’s Name | Aamin |
| Date Of Birth | 03th Apr 1993. |
| Permanent Address | Vill-Nalwa ki dhani, Po-Nalwa  Teh-Chirawa, Via-Mandrella, Distt-Jhunjhunu 333025, Rajasthan. |
| Nationality | Indian |
| Gender | Male |
| Martial Status | UnMarried |
| Language Known | Hindi & English |



**Hobbies & Interests:**

* Surfing on Net.
* Play Cricket.
* Reading News Paper.



**Strength:**

* Willingness to learn & hard worker.
* Optimistic, Dedicated & enthusiastic Quick Learner.
* Ability to work and coordinate as part of team with exposure to plurality of problem solving perspective.



**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.



**palace- Jaipur**

**Date: 31/05/2019 (Nadeem)**