Resume

**Rajendra Singh Negi**

**Address** - **22, Gautam Budha Nagar, Noida, 201301**

**E-mail ID –** [**arnegi0001@gmail.com**](mailto:negi.ts85@gmail.com)

**Mobile no - 9810560211**

**Career Synopsis & Objective -**

I aspire for a challenging position in a professional Organization where I can enhance my skills and strengthen them in conjunction with Organization’s goals. A self-motivated achiever with an ability to plan and execute.

**Professional Experience –**

* **Designation –** Team Leader

**Organization –** Big Bazaar, Future Group Retail Ltd., Dehradun

**Duration –** 18-11-2013 to 05-02-2016

* Replenishments, Optimal stock keeping, Return on Capital Employed Analysis.
* Fully responsible for maintaining the standard operation of the company.
* Providing information to customer about product.
* Manpower scheduling, display, attendance.
* **Designation -** Store Assistant

**Organization -** TNR International, Okhla, New Delhi

**Duration –** 25-03-2016 to 06-05-2019

* Work in computer (Tally.ERP9), delivery, creation of company, ledger’ purchase order & job order, GNR, Order and bill approval, verification, store issue, Bill processing & bill transferring account, handling, of inventory.
* And also experience ERP.
* Outlook, E-mail, net processing, all work is good knowledge. Work in Microsoft excel, and Microsoft word.
* Work in store quality checking garments, quality checking in label **(wash care label, code label, main label, size label, and size coo loop label),** all style’s price ticket, and cit-tag.
* All order goods, issue slip maintain in entry register within two days.
* **Designation –** Team Leader

**Organization –** Fashion Mantra, Gautam Budh Nagar, Noida

**Duration –** 01-09-2019 to till date

**Professional Course -**

1. Basic computer one year’s (MS Word, MS Excel, Power point, Talley ERP 9).

**Educational& Qualification -**

1. 10th from Uttarakhand Board 2010.
2. 12th from Uttrakhand Board 2012.
3. B.A from Sri Dev University Uttarakhand 2016.

**Personal Details -**

Date of Birth - 10-10-1995

Father’s Name - Mr. Jaswant Singh Negi

Linguistic Abilities - Hindi and English

Marital Status - Married

Religion - Hindu

Nationality - Indian

**Permanent Address -** Village- Dharkot , Post office- Ganai, District – Almora, UTTRAKHAND- 263656

**DATE -**

**PLACE -**