CURRICULUM VITAE

NAME- SAYRUL Corresponding Address: Surajpur Greater Noida

Noida – 201306 ( Uttar Pradesh) (India)

E MAIL- 9717983217say@gmail.com

Contact no :- +919717983217

# Objective:

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| **Seeking a position to utilize my skills and abilities in an Industry that offers Professional growth while being resourceful, innovative and flexible.** |

# Totaled Experience: 2 Year (Currently Working)

* I have working with **“Mrs. Bector’s Food Specialist Ltd.”** Greater Noida As a Sales Representative Exudative Logistics department 01 Feb 2019 to till date.

1. Functional Responsibilities & Key Job Activities:

* Create Sale Order & Purchase Order
* Order Fulfilment
* Warehousing
* Customer Service Management
* Creating MIS
* Document & Records Control
* Inventory Maintain For All Incoming And Outgoing Goods
* E-way bill generation
* E-invoice generation

1. Order Fulfillment/ Customer Service Management:

* Complete Billing Process In SAP
* Responsible for dispatch material for Customer
* Create All Sales order like as Inquiry, Quotation, Standard sales order, Free of charge deliveries, Return Order in SAP.
* Handling dealer/distributors, account, scheme discount, order punching in SAP.
* Review Weekly Pending/open Orders.
* Communicating courteously with customers by telephone or email.
* Coordinating with other departments e.g. logistics, Sales team, Finance warehouse to obtain necessary information to respond to customers queries
* Communication with customer or sales team for rejection / sales return then the same should be intimated to concerned sales personnel, branch head and logistics manager in writing for formal approval for next course of action.
* Send order summaries and invoices to customers either through the mail.

1. Warehousing:

* Maintain inventory records.
* Disposes of expired and waste stock according to the current procedure.
* Conducting stock count & Cycle count program in Central Warehouse.
* Co-ordination with Transporters for timely arrival of consignments.
* Coordinate with transporters for providing the appropriate vehicles as per the volume and nature of orders.
* To make teams of supervisors and labors for quick lifting and loading of material in the designated vehicles for the timely deliveries.
* To check and monitor that the material is been picked and loaded correctly as per the pick slips.
* All the documents i.e., invoice / STNs with LR and gate pass are handed over to the driver for its dispatch to its end customer or dealer.

# IT Skills:

**Operating system:** Windows XP,7,10, 08, Linux

**Application Soft. :** MS office, D.T.P , Advance Excel.

**ERP Core Module:** SAP , Tally Erp9

# Highest Educational Qualification:

**2016 Intermediate (10+2) Up Board Allahabad**

# Personal Details :

Name : Sayrul

Father’s name : Jaan Mohammad

Date of birth : 10/06/1995

Languages known : English, Hindi,

Relocate : Ready

Passport : Yes

**Declaration :**

I here acknowledge that all the information given above is true to best of my knowledge.

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:**  Noida

**Date:** ..............  **[SAYRUL]**