

# Curriculum Vitae

## **Kumar Gaurav**

**Address** –A2/90, Kashiram Nagar,  
Moradabad (UP) 244001

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## **Objective**

- To seek a position in an organization where I can utilize my best skills and talents to achieve the organizational goal effectively and efficiently.
- Hardworking data entry specialist looking for a position in a results-focused workplace that allows me to apply my strong typing, data entry, customer service and administrative support skills.

## **Education**

- BA (Economics) Completed from IFTM University Moradabad in 2018.
- Intermediate from UP Board, Allahabad in 2014.
- Highschool from UP Board, Allahabad in 2012.

## **Professional Experience**

**June 2020 – Nov 2021**

### **Marque Impex Export House PVT. LTD. Moradabad – Store Executive**

- Collaborating with other managers to determine supply needs
- Informing procurement department for supplies and materials as per specifications
- Coordinating and supervising receiving and storage processes
- Monitoring the distribution of supplies in the organization
- Control inventory levels and ensure material availability during emergencies
- Maintain and negotiate relationships with suppliers
- Keeping detailed records on purchase activity, material quantity, specifications etc.
- Assisting in planning future orders
- Manage to ground staff

**May 2019 – Mar 2020**

### **Akanksha Autozone (Royal Enfield) Pvt. Ltd. Moradabad – Billing & Accounting Staff**

- Manage account balances to discover outstanding debts or other inconsistencies.
- Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)

- Check the data input in the accounting system to ensure accuracy of final bill. Issue invoices and bills and send them to customers through various channels (mail, email etc.)
- Issue customer account statements periodically or whenever necessary.
- Receive payments through various methods (cash, online payments etc.) and check for credibility.
- Update accounting records with new payments, balances, customer information etc.
- Answer questions and handle complaints from customers regarding bills.
- Report on activity to upper management.

May 2018 - May 2019

### **Akanksha AutoZone (Royal Enfield) Pvt. Ltd. Moradabad - Spare Parts Executive**

- Oversee the Flow of Parts
- Manage Inventory
- price parts—by vendor, customer, or part type
- Create PO's and Order Parts for Jobs
- Receive Parts
- Return Parts to Vendors

### **Skills**

Computer skills (MS Office, MS Excel, ERP, etc.)	Management & Inventory
5'S & Raw Materials Parameters	Material handling (Inward-Outward)
Problem solving	Leadership
Customer service	Tally ERP 9

### **Personal Profile**

Father's Name	:	Mr. Vijendra Kumar
Date of Birth	:	10th Feb 1997
Marital Status	:	Unmarried
Expected CTC	:	Negotiable

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

**Date.....**

**(Kumar Gaurav)**