

CURRICULAM-VITAE

Alok Kumar

PERMANENT ADDRESS

Moh.- Jatwan, Jaithra

Dist.- Etah (U.P.)

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CAREER OBJECTIVE :-

To work in highly challenging & competitive atmosphere this often growth with Opportunity to enrich my knowledge and skills.

ACADEMIC QUALIFICATION:-

- 10th Passed from UP Board (2011)
- 12th Passed from UP Board (2013)
- B.A. (2016) from DBRA University, Agra(U.P.)

Key Responsibility Area:-

- Inward operations as Cycle Count, Bin Conciliation, Goods Putway also MIS Report, STN .
- Dispatch Billing with *INVOICE, E-way Bill & Stock* .

EXPERIENCE:-

- 2 years in Myntra.com, Binola, Gurgaon
- 1 Year in Bihari ji Containers Pvt. Ltd., Mancheswar, Bhubaneshwar, Odisha
- 1.5 Year in Bihari Ji Pressure Vessel Pvt. Ltd Mancheswar Bhubaneshwar, Odisha

Company PROJECTS:-

Project Title : *Billing in Dispatch Dipt. (MRN, GRN, JOB WORK CHALLAN , INVOICE, MIS, E-way Bill & Stock).*

Organization : Bihariji Containers Pvt. Ltd, Mancheswar, Bhubaneswar, Orissa

Platform Used: ERP (Software)

SUMMARY OF SKILLS:-

- Positive Attitude
- Problem Solving
- To handle streets full situation in positive way.
- Good Communication Skills.

Working Skills:-

- Computer work (MS Word, Ms Excel, Power Point, Internet)
- I have Positive Ways for Office work with Organization.
- Maintain Stock .

HOBBIES:-

- Cricket and Music.

PERSONAL DETAILS:-

Gender : Male
Father's Name : Mr. Brijesh Dixit
Date of Birth : 01/07/1997
Marriage Status : Single

Declaration:-

I declared and affirm that all the information given by me above are true to the best of my knowledge and skills.

Place:

Date: (Alok Kumar)

