

CURRICULUM VITAE

BALAM SINGH KORANGA

Address: - Mangla Niwas,G1/429, 2nd Floor,
Dal Mili Road, Uttam Nagar, New Delhi-110059
Email: – balamsinghkoranga@gmail.com
Contact No: -+91-9953616196 & 8130991399

Objective:

I am ready for a perspective and challenging to handle with my best co-operation and hard work.

Interest:

Logistic, Store Keeping & Office Coordinator

Personal Detail:

Date of Birth	:	10 th Jan, 1969
Father's Name	:	Late Shri. Bhagat Singh Koranga
Permanent Address	:	Village-Dhanyar, Post- Lathi (Shama), Distirct-Bageswar (Uttarakhand) Pin-263633(India)
Nationality	:	Indian.
Sex	:	Male.
Marital Status	:	Married
Language Known	:	English, Hindi & Kumaoni

Qualifications:

- 10th Examination Passed from Allahabad Board (U.P.).

Technical Qualification:

- Basic knowledge of Computer (MS-office, Word, Excel, Internet, E-mail, &ERP).

Experience:

Worked with The institute of company secretaries. Noida as a supervisor from 15 Aug 2020 to 31 Dec 2020.

Worked with Atherva Medicals as a Store In charge Aug. 2012 to 31 July 2020.

- Handling Medical Equipment & Accessories.
- Dispatching all type of Equipments.
- Maintaining all office record & files.
- Bank work depositing cash & Cheques time to time.

Worked with Maestro Mediline System Ltd. as a store assistant June-2000 to July-2012.

Worked with Modistone Ltd. Group of Dr. B.K. Modi as a office assistant Jan-1992 to May-2000.

Job Responsibilities:

- Handling Medical Equipment & Accessories.
- Dispatching all type of Equipments.
- Maintaining all office record & files.
- Maintaining attendance sheet register.
- Purchase order, Collection & Expenses login trough ERP Systems.
- Weekly calling to customers.

Strength:

- Quick Learner and keen observer.
- Confident in handling challenging situation.
- Positive attitude.

Expected Salary: Negotiable

Hobbies:

- Listening news & reading news papers.
- Playing Volley Ball & Cricket.

Declaration:

I hereby declare that all information given above by me is true and correct to the best of my knowledge and belief.

Date:

Place: NEW DELHI

(Balam Singh Koranga)