

AKSHAY KUMAR

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SKILLS

Data analysis

Problem solving

Administrative

LANGUAGES

HINDI

ENGLISH

PUNJABI

HOBBIES

- Playing sports (football, tennis, etc.)
- Playing chess and solving puzzle games.
- Reading and writing books and articles.

PROFILE

To build a career in corporate with reputed organization that provides me the best opportunities to gain quality work experience, develop skills and find challenging position to meet my Competencies, Capabilities, skills, Education and Experience in a competitive and professional environment for versatile development

EDUCATION

10th - 12th | Kendriya Vidyalay Suranussi, JALANDHAR

B.C.A | Emperial Institute of Management science and research, DELHI

2011 - 2013

EXPERIENCE

MIS EXECUTIVE | INDUSIND BANK, DELHI

2014 - 2015

- Provided customers with fast and accurate cash handling services, resolving any issues in an efficient manner.
- Communicated with management, team, and customers in a professional manner using a combination of emails, phone calls, instant messages, and face-to-face meetings.
- Responsible for the analysis, documentation, and reporting of management information.

QUALITY CHECKER | NPMC HEALTH BUDGET DATA, DELHI

2015 - 2016

- Records number and types of defect noticed or encountered while sampling some products
- Advises the management on what to do to keep maintaining high standards of products
- Performs regular quality check on the incoming goods to ensure they are what that is required

DC INCHARGE | NINJACART, DELHI

2017 - 2020

- Reviews incoming and outgoing shipments.
- Ensures that products delivered are stored in an organized manner, so that its quality is maintained and accessibility is achieved.
- Addresses logistical problems and furnishes solutions to these issues.

TEAM LEADER | SUPERDAIRY INFOTECH PVT LTD., DELHI

2020 - Mar 2021

- Managing the entire process since inception to the closure of Picking, Confirmation and Dispatch of Orders initiated.
- Lead to manpower planning & shift schedule according to work load of outbound shipment.
- Managed a team that led to do the best performance during the under pressure of bulk order process & give the training teaming for improvement in quality of product verification process.
- Ensuring complete dispatch target.
- Prepared Goods Received Note.