**Curriculum Vitae**



# Deepak Kumar

**Permanent Address**

Rohini Sector-22,

New Delhi-110086

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Objective :-

To become an asset to the organization by against comprehensive understanding to different operation in the organization & contributing meaningful progress of organization. To prepare myself job responsibility through self development, personal growth & enhancement of our ability.

**Professional Synopsis**

# (1)

Since Apr-2013 to Aug-2020 with **Teamlease Services Ltd, ( Client Reliance Retail Ltd)** Kundli (Dispatch Center), As a Assistant Manager ( Logistics/Commercial)

## Responsibility

**Co-ordinate with all the Vendor for supplying the material for our Plant.**

* Follow-up with transporters
* Making Work Order against Transporter Invoice (SAP).
* Making Service Entry of Transporters against Work Order.
* Release of Service Entries.
* Making Standard Purchase Order.
* Making GRN against Purchase Order.
* Verification of Transporters invoice .
* Making MIS reports,Transportation Cost,Monthly Provision,Approvals.

### Chief Tasks Handled

1. Inbound :-

* + Making ASN with checking all the document like as PO against Invoice (SAP).
  + Checking base cost MRP case configuration.
  + Managing Material Management (SAP).
  + Reconciliation of Physical Stock with company books.
  + Expenses control : Verification of supplier’s bill payments, expenses voucher. ➢ Maintain the supply flow by Vendor to DC.
  + Maintain trip sheet on daily basis.
  + Maintain GRN completion.
  + Confirmation of Put away. On daily basis.
  + Knowledge of :-

VL31N, VL32N, MB01, MBST, LL01, VL01N, VL06O, ME23N, LT0G, ZMVT01, MB51, MB52, VL061, ZDOCPRINT, in SAP.

1. Commercial :-

* + Scrolling of Category Bills.
  + Invoice Verification of Category Bills.
  + Handling of MRP issue in PO verses Vendors Invoice.
  + Scrolling of Consumables Bills.
  + Invoice Verification of Consumables Bills.
  + Knowledge of YSCM, Y028, FBL1, YFAP, in SAP.

### Technical Qualification

➢ Basic computer knowledge. ➢ MS Dos, MS office.

➢ Tally 4.5, 5.4, 6.3, 7.2

➢ **Working with SAP**.

### Educational Qualification

* Graduate (B.Com Pass) from Sikkim University.
* 12th Passed from (BSSB) Board
* 10th Passed from (BSSB) Board

Hobbies And Interest

* Playing Cricket.
* Listening Music.
* Makes good friends.

**Personal Details :-**

Father’s Name : Pujari Lal

Date of Birth : 27th November-1994

Marital Status : Married

Language Known : English & Hindi

Sex : Male

Nationality : Indian

Date : 28-02-2021

Place : Delhi **Deepak Kumar**