

# RESUME



## **Ohm Prakash Singh**

**Mob: 8961186069**

**E-mail: [ohmprakash1979@gmail.com](mailto:ohmprakash1979@gmail.com)**

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### **Objective:**

To create a niche of mine in the domain of operational activities by working my way up in challenging work settings, constant updating of skill sets and aligning personal objectives with enterprise vision.

### **Professional Experience:**

**Company:** Special Engineering Services Ltd. (A C.K. Birla Concern)

**Period:** September 2010 to till date

**Designation:** Marketing Executive/Store In-charge/Accounts Assistant

### **Responsibilities**

I have worked in different areas for this company for almost last 10 years which has contributed to my overall development. Following are my responsibilities under respective heads:

#### **Marketing Executive**

Our company mainly deals with Indian Railways. It produces components like magnet frames, bearing brackets (CE & PE), traction motor for wag, inner bearing stopper, etc.. We supply nearly all these components to Railways' 14 railway zones throughout India including Metro. Following are few of my key responsibilities in this field:

- Maintain complete record of material supplied in different railways zones.
- Keep track of payment details of all the zones and communicate with different zonal in-charges (SMM, AMM) regarding payments.
- Reach out to different railway zones physically for smooth delivery and sorting out of any concerns regarding bills and payments.

#### **Store-In charge**

In addition to working as Marketing Executive, I also work as a **Store In charge** too depending on the needs of the company from time to time. Following were my key responsibilities as Store-in-charge:

- Maintaining Goods-receipt note, Challan and Annexure.
- Maintaining Inventory, Month-end Stock Statement, Warehouse transfers.
- Maintaining different registers of raw materials & general items, preparing daily list of short items.

#### **Account assistant**

As I have done BCA, based on my computer proficiency, I have also worked as Accounts assistant while working on ERP software (**Encompass**). Following were my key responsibilities in this area:

- Bill Passing in accordance with Purchase order and do its corresponding entry in ERP software.
- Active involvement in the whole process of Bill Passing right from checking the invoice as per purchase order, making entry in supplier invoice register & approving the bills.

**Company** : Nanglamal Sugar Complex (Unit of Mawana Sugar Works, Meerut)

**Period** : November 2006 to August 2010

**Designation:** Divisional Office Assistant

**Responsibilities:**

My responsibilities included managing Sales of different agro-inputs like fertilizers and pesticides distribution to farmers. I also managed all the operational activities like maintaining the stock and inventory and keeping an account of it.

**Company:** Safe Express Pvt. Ltd, Udaipur

**Period** : From: April 2005 to: September 2006

**Designation:** Office Assistant

**Responsibilities:** Managing the whole Operation process of a branch i.e. booking, dealing with customer, processing of data related with logistics work.

The experience gained in all these companies has widened my perspective and has given me a sense of understanding of business from a practical point of view.

**Professional Qualification:**

- Bachelor in Computer Application from Meerut University in 2003 with 61%

**Strengths:**

- Experience of working on different areas in different companies.
- Good team player / Leadership quality.
- Good organizational, management and communication skills.

**Compuer Skill:**

- ERP, MS-Word, MS-Excel, MS-PowerPoint.

**Personal Profile :**

Date of Birth : September 1, 1979.

Gender : Male.

Address : 244/3, Saradapally, Makhla, Uttarpara, Hooghly, 712245(W.B.)