BIO DATA

**SURAJ KUMAR SAH ,**S/O. SRI KAILASH SAH, Panchatirhta Apartment, MilanpurP.P.Road, Guwahati-08

E-mail id: - surajsah057@gmail.com Mob No.:- 9706218465/9365721255

**Career objective**

Looking for an opportunity to secure the good position where I can employ my knowledge and experiences for the benefit of the organization.

**Academic qualification**

1. HSLC PASSED
2. HS APPEARED

 **Experiences**

1. Work as Warehouse Assistance in **REDINGTON INDIA LIMITED from Jan-2011 to Nov.2013.**

**Work profile**

1. Daily warehousing activity on WMS & ERP.
2. Operation Assistance on **SAFEXPRESS PRIVATE LIMITED**, Guwahati city office from **Dec.2013 to 30th June 2017.**

**Work profile**

1. Enter all Delivery &Booking waybill / Docket on Propel (Oracle based company software).
2. Daily stock taking & send the same to Regional office.
3. Sending & update the material from city office to Guwahati hub.
4. Delivery Management and POD dispatch daily to Corporate POD Cell New Delhi.
5. Daily collection of TO-PAY / Paid collection and handover to company accounts incharge.
6. Daily collection of COD if any .
7. Daily undelivered report update with the reason for non-undelivered.
8. Daily loading and unloading of delivery and booking goods on same day of arrival.
9. i. Work as a Supervisor in **KOHLI AND SONS (a unit of KohliAutocomp Pvt. Ltd.)** Guwahati

 office from **AUG.2017 to MAR.2018**.Taking care daily operation activity related to

 transport and back office.

1. i. Current working as a Branch Incharge in **PATEL ROADWAYS LIMITED**,Guwahati from-**MAR.2018** to till date.Guwahati takingcare Operation Delivery / Booking.

  **COMPUTER PROFICIENCY**

 Knowledge about MS WORD, MS EXEL etc.

 **PERSONAL INFORMATION**

 Name : - **SURAJ SAH**

 Father Name : - Sri Kailash Sah

 Gender : - Male

 Date of Birth : - 16th June 1991

 Marital Status : - Married.

 Nationality : - Indian

 Religion : - Hinduism

 Strengths : - Hardworking, Good explaining skills, Possess Positive attitude,

 Responsible towards work, Self-motivated and directed.

 Language Known: - Hindi, Assamese, Bengali and understand English.

**DECLARATION**

 I hereby declare that the forgoing statement and particular furnished are true, correct and complete in all respect as per my knowledge.

 Place: - Guwahati Your Faithfully