***Curriculum Vitae***

***Yogendra Kumar***

***S/o. Gajendra Kumar***

***Lala Mohalla Near bhumiya bruj,***

***Kaman Distt. Bhartpur(Raj.)-321022***

***Mob. No.-8010488255,9024072157***

***Email [Id-sharmayogendra675@gmail.com](mailto:Id-sharmayogendra675@gmail.com)***

***Carrier Object:-***

***＊*** To Work an enthusiastic & exuberant term that work together for the fulfillment of the organization goal & do my best be a successful member of the team.

*Education Qualification:-*

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| *Qualification* | *Name of Board & University* | *Passing Year* |
| 10th | Board of secondary Education ,Rajasthan | 2003 |
| *12th* | Board of secondary Education ,Rajasthan | 2006 |
| *Polytechnic Diploma* | Board of technical education ,Jodhpur | 2009 |
| *Bachelor or Arts* | University of Rajasthan | 2015 |

*Technical Qualification:-*

＊ Three Year Diploma In Computer Science Form Birla technical training Institute ,Pilani (Raj.)

＊ All computer basic knowledge.(Excel,Word)

＊ Internet Browsing.

*Work Experience* :-

＊ Six Month experience in Zenith s/w pvt ltd. as a Data Entry operator.

＊ One year experience in Gurgoan Cooperative Bank as a Data Entry operator.

＊ One year experience in Algol Business Pvt Ltd as a system executive.

＊ Currently I am working with Beebay Kids Appraisal Pvt Ltd as a Executive order processing and handle warehouse industry from Aug 2015 to till date.

*Job Responsibilities (Order Processing):-*

＊ Handling order processing on E-Commerce portals ie-Amazon,Paytm.

＊ Manage customer order dispatching and customer return.

＊ Manage Inventory on daily basis.

＊ Knowledge in Catalogue.

＊ Working on ERP(Blue Kaktus).

＊ Check orders on Panel on Daily Basis and ensure Dispatches as per TAT.

＊ Co-ordination with the customers for the Refunds,Delivery,Wrong Delivery Complaints.

＊ Co-ordinate with the various internal unit members.

＊ Generation of E-Way Bills.

＊ Preparing Daily MIS Report and Reporting to the senior.

＊ Knowledge in MS Excel(Vloop,Pivot Table)

*Job Responsibilities (Warehouse Processing):-*

＊ Prepares orders by processing requests.

＊ Preparing and completing warehouse orders for delivery or picking according to schedule.

＊ Check sort and place material on particular rack.

＊ Maintains inventory controls by collecting stock location orders.

＊ Receiving and processing warehouse stock on system with style wise and size wise.

＊ Complete report by entering required information.

＊ Contributes to team effort by accomplishing related result as needed.

＊ Record and manege damage stock .

＊ Trained new employees for warehouse jobs.

＊ Warehouse issue related mail to concern department.

＊ Daily maintain warehouse closing and opening report.

＊ Check all order dispatch as per requested qty.

*Personal Details:-*

Name :- Yogendra Kumar

Father`s Name :- Sh.Gajendra Kumar

Date of Birth :- 30th Dec 1988

Marital Status :- Married

Gender :- Male

Language known :- Hindi,English

Nationality :- Indian

*Declaration*

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:- (Yogendra Kumar)