CURRICULUM VITAE

VICKY GIRI

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Objective:

“Looking for a challenging role in an organization, which provides opportunities to enhance my skills and expand my knowledge for the growth of the company.”

Skills:

Interpersonal skills, Time Management skills, Reporting, Adaptability, Sales order Management

Tools:

Ms-Office, ERP Navision (9.0), Outlook Express, Internet, Social media

Educational Qualification:

Bachelor of computer application (BCA) from Bareilly (U.P)

Intermediate, High School from U.P Board Allahabad

Professional Experience:

M/s Superon Schweisstechnik India Ltd. - Manesar (June 2012 to-Nov 2017)

Company Profile:

Superon Schweisstechnik India Ltd. established in 2004 is one of India’s largest manufacturers & exporter of Welding Consumables & Stainless Steel Wires. Superon Schweisstechnik India Ltd. has made a mark in India, and also has been successfully exporting its products, to over 70 countries.

Designation: Store Assistant

Responsibility:

Sales Order Responsibility:

✦ Reporting to Head Office on daily basis, making MIS thru MS-Excel & ERP.

✦ Daily reporting to HOD and Production team for Material against Sales Order.

✦ Coordinate with export and domestic sales team to Dispatch the samples.

✦ Sample packaging coordination.

✦ Daily reporting to H.O regarding complete orders, dispatched order, pending orders.

Responsibility with Dispatch team:

✦ Coordination with Dispatch team to Dispatch the material against billing.

✦ Check the material Quantity against invoice.

✦ Coordinate with sales team to ensure dispatches as per daily dispatch plan.

Responsibility with Store team:

✦ Indenting of raw material, packing material, New Item and other required material.

✦ Receiving and sending couriers.

✦ Coordination with Purchase team regarding purchase orders of raw material and other items.

✦ Weekly Track supply monitoring form against received and pending material.

✦ Physical Stock vs ERP Stock checking monthly

Credentials:

✦ Previous Salary: 2.8 lac

✦ Expected Salary: 4.5 lac

Personal Details:

Father’s Name: Sh. Buddhi Giri

Date of Birth: 26-Feb-1988

Nationality: Indian

Languages Known: English & Hindi

Marital Status: Married

Hobbies: Playing chess

Strength: I can adjust myself anywhere anytime. I learn by everything

Permanent Address: Village-Darela Po-Asafpur Disst-Budaun (U.P)

Reason for gaping: Study purpose

Declaration:

I hereby declare that the details given above are true to the best of my knowledge and belief.

Date:

Place: VICKY GIRI