

# CURRICULAM VITAE

**Amit Kumar**

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## **OBJECTIVE**

To gain experience and knowledge by working with a dynamic, Growth oriented organization, One that encourage me to contribute usefully and offers me an opportunity of learn expand my Horizon.

## **ACADEMIC & PROFESSIONAL RECORDS**

- B.C.A—J.N.U(Distance Education) (2013-2016) = (Jaipur National University)
- 10+2— F.N.S Academy (2011-2013)= (Magadh University-Bihar Board)
- 10th— F.N.S Academy (2011) = (Magadh University-Bihar Board)

## **COMPUTER SKILL SET**

- MS-Excel, MS-Word, MS-PowerPoint
- CGD [Certification in Graphic Designing]- Photoshop CS & Coral Draw
- Simple Networking

## **Personal Strengths**

- Patience
- Hard Working
- Sincere in work
- Effective Communication

## **WORKING EXPERIENCE**

- 2015-2016 (THE COMPUTER WORLD)
  - ❖ M.I.S
    - Voter Id card & Aadhar card, & SSCC entry in the software (Data Entry Work)
- May 2016- May 2017 (State Bank Of India- Operator)
  - Railway payment in MS- Access , Scanning for Adob Photo Shop & MS Excel
- June 2017 – Aug 2018 (Aegis Customer Support Pvt. Ltd. (NOIDA))
  - Call Agent in Mother Dairy Process
- Aug 2018 – Dec 2018 (Tata Consultancy Services (PATNA))
  - As a Invigilator in Online Exam Center & Biometric Operator
- Dec 2018 – Feb 2019 (NSEIT Company)
  - As a Invigilator in Online Exam Center & Center IT
- MAY 2019 - JULY 2021 (M & M – Kiran Automobiles Pvt. Ltd. (PATNA) )
  - MIS Executive & Floor Incharge

➤ JULY 2021 TO TILL DATE ( Natcon Biolifesciences Pvt. Ltd. (Greater Noida) )

❖ **Stock Incharge**

- Managed and supervised the inventory of raw material and packaging material.
- Oversaw the receipt, storage, and issuance of materials to ensure efficient inventory management.
- Conducted regular inventory audits to maintain accurate stock levels and identify discrepancies.
- Maintained detailed records of inventory transactions, stock levels, and material usage.

❖ **Purchase Incharge**

- Managed the procurement of raw material and packaging material to support production requirements.
- Identified and evaluated potential suppliers, negotiated contracts, and established favorable terms and conditions.
- Coordinated with suppliers to ensure timely delivery of materials and resolve any supply issues.
- Conducted market research and analysis to identify new suppliers, materials, and cost-saving opportunities.
- Collaborated with the inventory and production teams to forecast material requirements and ensure adequate stock levels.

❖ **Logistics Incharge**

- **Delivery and Dispatch Coordination**-Managed the delivery and dispatch process, coordinating with drivers, carriers, and customers to ensure timely and efficient delivery of goods.
- **Route Optimization**-Optimized delivery routes and schedules to improve efficiency, reduce costs, and enhance customer satisfaction.
- **Shipment Tracking**-Monitored and tracked shipments to ensure on-time delivery, and resolved any delivery issues or delays.
- **Documentation**- Prepared and maintained accurate records of delivery schedules, shipping documents, and customer orders.
- **Compliance and Regulatory Knowledge**-Conducted regular audits and inspections to ensure compliance with safety, security, and regulatory standards.

**INDIVIDUAL INFORMATION**

Date of Birth : 15-10-1996  
Father Name : Sri Anil Singh  
Present Address : Purvanchal Silver City-2, Greater Noida-UP-201308  
Marital Status : Unmarried  
Languages Known : English, Hindi, Mother Language  
Hobbies : To make Friends & meet People

**DECLARATION**

Here by I declare the above mentioned all information are true as per my knowledge and I assure that I will be obedient to the regulation and sincere to the assigned job profile.