**Lovkesh Kumar**

Add-3E/127

NIT, Faridabad

Pin-121001

Contact No-8287356604

E-Mail: **lovekesh333@yahoo.in**

**PERSONAL SUMMARY**

A multi-skilled, hardworking and efficient Stock Assistant with proven track record of ensuring the smooth functioning and running of all store concerning activities

**CAREER HISTORY :-**

* 1 year experience as a Store Assistant in (Packing Company)Sky Pack India Pvt. Ltd. Sec-59 Faridabad. .(From Aug-2010- to-Sep 2011 )
* 3 Year Experience as a Store Executive in **Studds Accessories Limited** 23/7 Mathura Road sec-59 (From Oct-2011 to 30 Apr-2015)
* Present working as’ a Sr. Store Officer in **Super Seals India Limited** 12/1,Near Badarpur Border, Mathura Road, Sector 27D, Faridabad, Haryana

**COMPANY PROFILE**

**Super Seals India Limited** is a leading mfg company deal in Auto mobile OIL SEAL in India & Our components have approved from almost all the major Automobile manufacturers in India for four wheelers i.e. ASHOK LEYLAND,BAJAJ TEMPO,EICHER TRACTOR ,FORD TRACTOR,INDO FAM TRACTOR ,SWRAJ .MASSY HMT TRACTOR,TATA,MAHINDRA

**TRAINING PROGRAME**

Join 2 days trainingprogram in Department of Haryana State Productivity council as the representative of Super Seal India Limited from the department of Store on the topic, Productivity increase through better material handling.

 **MATERIAL HANDLING**

 Raw material, Packing material components, tool, spares, equipments, and other items.CR Sheet.

**DUTIES**

* Checking and inspecting good received and ensuring they are of accurate.
* Making sure that entire inventory processes are completed on the same day.
* Receive in and distribute non stores goods to the correct department
* Stock control and ensuring economic levels maintained.
* Verifying and passing the Vendor Bills, Department MIR & provide to purchase manager
* Preparing Purchase Requisition (P.R.) of against department indent purchase memo.

**PROFESSIONAL EXPERIENCE**

**Competencies**

* Manpower handling
* Data entry work
* Interfaced and co-ordinate with store manager
* All related work General store and raw material handling and controlling
* Updating of all stores related documents.
* ERP,Fynsis, Microsoft Dynamic AX 2012 Axapta specialist stock tracking software
* Strong problem solving skills.

**PERSONAL:-**

* A good team player.
* Willing to work overtime at short notice.

**QUALIFICATION:**

* Graduation from ASIN institute of Management and Technology Delhi 2010 (Correspondence)
* 12th in from UP Board Allahabad (2007)
* 10th in from UP Board Allahabad (2004)

**PERSONAL DETAILS:-**

1. Father Name : Shri Trilok Chandra Saraswat
2. DOB : 10TH July 1986
3. Marital Status : Married
4. Strength : Hard Working &Punctual
5. Religion : Hindu

Hereby declare that all above written particular is correct to the best of my knowledge.

Date

Place: Faridabad (Lovkesh Kumar)

1. Post & S.NO- - Sr Officer Store
2. Current CTC 2.5 Lac
3. Expected CTC 3 Lac
4. Joining time 10 Days
5. Total Exp. 5 Year
7. Present Address NIT Faridabad