

# Resume

**Gajpal Kumar**  
**Village Chamna P.O Buranci**  
**Tehsil.Pauri.Disst. Pauri Garhwal**  
**Uttarakhand Pin Code 246148**

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## CARRIER OBJECTIVE

- To obtain a challenging & key managing position within a organization with potential growth which will allow me to expand my knowledge while contributing to the success & productivity of the organization.

## EDUCATIONAL QUALIFICATION:

- 10<sup>th</sup> from U.K Board of School Education
- 10+2 from U.K Board of School Education
- Basic Knowledge of Computer , MS-Office Suit , Internet

## EXPERIENCE:

### **Mahindra Logistics Ltd Baddi (HP)-AV concertion** **Dispatch upto 7 yrs 3 Month**

- Handling the all inventory and dispatches.
- Making E-waybill.
- Handinling shipdart software (blue Dart)
- Handling Inword And Outword Inveny .

Handled the responsibilities of receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials.

Assigned the task of maintaining proper record of inventory of items in warehouse and orders as required.

### **Lecorb India Pvt Ltd Parwanoo (HP)** **Store Supervisor 1 Year 4 Month**

Handling busy software.

**Lecorb India Pvt Ltd**, Manufacturing Sonata Titan Zoop Watches etc.

### **Hotel Kunwar Residency Rishikesh.** **Receptionist 1 Year 3 Month.**

- Handling eZee Absolute software.

## **JOB RESPONSIBILITY:**

- Ware Housing, dispatch, invoicing.& Handling the RTV (Return to Vender)
  - Logistic activities.
  - Safety of Finished Goods.
  - Use the Proper man Power.
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- Handled the responsibilities of receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials.
  - Assigned the task of maintaining proper record of inventory of items in warehouse and orders as required.
  
  - Responsible for warehouse maintenance and proper housekeeping.
  - Processed receipt of materials by using Navision software
  - Responsible for making shipments arrangement as per customer's requirements.
  - Assign the task of handling customer complaints and implementing corrective action
  - Assisted warehouse assistant's in identifying and selecting emergency supplies and equipment's according to supply procedures
  - Prioritizes items for dispatch as well as prepare dispatch plan

## **Responsibilities:**

- Responsible of physical inventory as per book (NAV)
- responsible of inward (from Vendor) and Outward (to assembly) of stocks as per proper documents
- Making MIGO MIS Reports Delivery Challan, offering stock to QA, Rejection returns to vendor, Returnable Gate Pass for job work etc. All transactions are done in SAP.
- Stock count weekly and reco on monthly basis for inventory control.

## **HOBBIES**

- Playing Cricket
- Listing Songs

**PERSONAL PROFILE:**

**Name** : **Gajpal Kumar**  
**Father's Name** : **Sh. RamSwaroop**  
**Date of Birth** : **03.07.1993**  
**Marital Status** : **married**  
**Sex** : **Male**  
**Languages Known** : **English, Hindi,**  
**Permanent Address :** **Village Chamna P.O Buranci**  
**Tehsil.Pauri.Disst. Pauri Garhwal**  
**Uttarakhand Pin Code 246148**

Place: Parwanoo

Date:

**GAJPAL KUMAR**