**Curriculum Vitae**

**NAME: ROHIT SHARMA**

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## **Objective-**

To strive for a challenging position in an organization and work towards my professional growth.

**Strengths:**

* Good presentation & communication skills.
* Proficient to work independently or in a team work.
* Organized & Planned in the line of job.

**Working Experience:**

* 6-week Industrial training in Embedded System from HCL.
* 6-month training in computer networking from ThinkNext.
* 1 YEAR Experience from SEL MANF. COM. LTD. As Training supervisor in ENGG. DEPPT. 2016-17.
* M/s Tube Investment of India Ltd. as a Store coordinator from **Jan 18 to Oct 21.**

**Roles and Responsibility (as a store coordinator )-**

* Verification of physical documents for incoming materials, such as e- way bill , Invoice, Lorry receipt.
* Inspection of Vehicle before Unloading.
* Verification of Rate, Quantity and Tax in invoice according to purchase order and information purchase in case of difference.
* Maintaining physical documents like check list, GRN, and other registers.
* Materials planning, procurement and inventory control.
* Track on Non-Moving and Slow-Moving Material.
* Monitoring all stores activities from inward, consumption to balance stock.
* Important MIS to management.
* Maintaining good housekeeping in stores area and materials stacking.
* Physical stock reconciliation with Software.
* Manpower Training, Skill development and Motivation towards the common objectives of the organization.
* Strong coordination with team, user departments.
* Disposal of Scrap Material.
* To reduce the TAT (Truck turn around time).
* 5s activities Implement In store department.
* Checking of the transporter bills and timely submission for payment.

**Roles and Responsibility (as a Dispatch Controller)-**

* Dispatch Invoice
* Logistic handling and control.
* To handle dispatch related activities Like Form 26, Online Road permits & others.
* Updating Dispatch detail in party software’s& ASN for material.
* Actual Dispatch against plan and Dispatch Tonnage Details.
* Track on Non-Moving Goods.
* Arranging all Road Permit before dispatch.
* Preparing daily / weekly and monthly reports on transportation, dispatches and finished goods inventory.
* Arranging and allocation of trucks according to the load and capability.
* Dispatching Goods as per loading Norms.
* Dispatch goods to costumers.
* Taking of perpetual inventory daily physical stock of dispatch item.
* Transfer production ready material to FG Stock
* Daily issue material to production DPT
* Resolving the daily issues of store
* Make Indent for purchase
* Local Transportation cost reduction by proper planning of vehicles.
* Monthly freight provision for the outbound freight.
* Checking of the transporter bills and timely submission for payment.
* 5s activities Implement In Dispatch department.
* To reduce the TAT (Truck turn around time).
* Zero accidents in Dispatch department for that strictly follow the Rules which is implementing in 5s.
* Follow up with transporter, customer etc. for on the delivery after dispatch.

**MIS Reports:**

* + Daily, Week wise production and Dispatch details.
  + Daily MIS reports to HO.
  + Daily material inward report.
  + Road Permit Details.

**Computer Skills:**

* Basic Computer,Ms. Office, Excel, Word.

**Academic Qualification:**

  Matric from CBSE 60%

  Senior Secondary from PBSE 62%

  3 Year Diploma in E.C.E 55%

* B. TECH in E.C.E 67%

**Personal information**

Date of Birth             :     04-09-1994

 Father’s Name           :     Sh. Surinder Pal Sharma

Marital Status            :    Married

 Permanent address   :     Vill-Kheri Ranwan, P.O-Behru, Teh&Dissit- Patiala

 Language Known : English,Hindi,Punjabi

Nationality : Indian

**Declaration:**

I hereby declare that statements made above are true and correct to the best of my knowledge and belief.

**Yours faithfully**

**(ROHIT SHARMA)**