

CURRICULUM VITAE

MANISH KUMAR

V.P.O - JATWAR

TEHSIL- NARAINGARH

DISTT- AMBALA CITY (HARYANA)

Contact No. : - 9416803368, 7082682937

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Percentage
B.Tech (ECE)	Punjab Technical University, Jalandhar	2016	61%
Intermediate	S.A Jain Sr. Secondary School, Ambala City	2009	61%
High School	B.D.M High School, Jatwar (Ambala City)	2007	66%

EXPERIENCE:

1. **Currently associated with Kudos Chemie Ltd., Derabassi (Mohali) as a Commercial Executive**
Established in 1988, we, **Kudos Chemie Limited** are well known **Exporter and Manufacturer of Pharmaceutical Raw Materials & Ingredients**, etc. Kudos Chemie Limited is well known for the best quality products and service from Dera Bassi.

Key Responsibilities: - Handing a FG Section of Company.

- Timely dispatch, zero customer complaints
- Should be able to drive manpower and get work done
- Monitoring unloading and Loading activities and responsible for warehouse arrangement
- Transporters freight forwarders needs to be managed
- Delivery challan, Transport Bill, Eway Bill, Scrap sale invoice preparation.

- Understanding of Packaging & Storage requirements with effective Stock management.
- Good in Computer(Word & Excel)
- Manage transportation which includes road permits and other commercial documents, planning of material as per procurement plan, maintaining the Minimum Level of Inventory.
- Negotiation & Co-Ordination with transporters, arranging of vehicles for dispatch, verification of transporters bills for payment.
- Correct invoices are raised for dispatches of finished goods as per applicable excise rules Identify and report slow and non- moving packing materials and finished goods stocks.
- Tally & ERP(NAVISION)
- Maintain the work under SOP.
- Maintain and check to ready like Fork-lift, wrapping, U.V. Room etc. Is ok for loading purpose.

2. Worked with Stylam Industries Limited as a Dispatch Executive Export, from Aug 2016 to 1-Oct-2018 an ISO 9001:2008 certified Company manufacturer and export leader of Decorative laminates and adhesive.

Key Responsibilities: - Handling export dispatch section,

- Maintain the incoming and outgoing material in factory, handling FG material in proper way. Handle the FG inventory.
- Looked into total Raw, packing and engineering materials procurement, and stores operations for the FMCG and engineering goods in plant.
- Controlling and analyzing of daily, monthly reports, preparation of production planning, analysis of data as per process requirement, enterprises resource planning (ERP) operate, ERP MIS reporting daily basis.
- Maintain everyday filling, documentation, entry of inwards outwards of vehicles, day to day updating of our database on the computer.
- Negotiation & Co-Ordination with transporters, arranging of vehicles for dispatch, verification of transporters bills for payment.
- Coordinating the use of automated and computerized systems where necessary;
- Responding to and dealing with customer communication by email and telephone;
- Planning, coordinating and monitoring the receipt, order assembly and dispatch of goods;

IT'S PROFICIENCY

- ❖ Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point.
- ❖ Internet, browsing Emails.
- ❖ Knowledge of ERP & Tally ERP 9 Software.

PERSONAL DETAILS

- ❖ **Father's Name** :- Sh. Ramchander
- ❖ **Permanent Address** :- VPO Jatwar
- ❖ **Date of Birth** :- 30th Janurary 1991
- ❖ **Language Known** :- English, Hindi& Punjabi
- ❖ **Marital Status** :- Married
- ❖ **Nationality/Religion** :- Indian /Hindu

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Date:

Place:

Manish Kumar