CURRICULUM VITAE

Neeraj Kumar

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Address for Communication:

Village and Post:- Kukra, New Mandi
Muzaffarnagar – 251001 (UP)

Personal Information

Father's Name:
Shri Omveer

Date of Birth: 05/04/1995
Sex: Male
Nationality: Indian
Marital Status: Married
Languages: Hindi, English

Permanent Address:

Village and Post- Kukra,
New Mandi
Muzaffarnagar – 251001 (UP)

Career Objectives:

- To work in an open and competitive Organization that brings out a perfect symbiosis between my employer and me.
- To be able to participate in development of the Organization following efficient and accepted methodologies, patterns and industry best practices.

Profile summary

- Capable of handling back-office operations and setting process with key focus on market research.
- Resourceful at maintaining relationship with clients to achieve quality product and service norms by resolving their service related critical issues.
- Capable in handling overall functioning of processes & implementing processes in line with the guidelines.
- Proficient in interacting with different departments for executing the sales of all equipment and enhancing the overall efficiency of the organization
- Sound knowledge of handling the back-end operations and other general administration activities of the organization.
- Possess excellent interpersonal, communication and organizational skills.

Education:

Higher Secondary (Class X)-

10th Passed From UP Board with 45% in 2010.

Secondary (Class XII)-

12th Passed From UP Board with 59% in 2012.

B.COM-

B.com Passed From CCS University Meerut with 62% in 2015

M.COM-

M.com Passed From CCS University Meerut with 65% in 2017.

Computer Proficiency:

- Course On Computer Concept (CCC)
- Microsoft office
- Google sheet
- SAP

Strengths:

- I like working with people. I like them.
- I can build a team of professionals with my inter personal skills.

Work Experience:

3rd-Third Current company:

- **Working at More retail private limited with Amazon Seller Central (More Hyper mart) 31 August 2021 to Till date As Team Leader in Muzaffarnagar -251001.**

JOB RESPONSIBILITIES:-

- Store opening and closing with proper store checklist.
- Handling the team of 10-15 members.
- Working in 25000 Square feet store (Hyper market store) .
- Maintaining the FIFO of the store stock to control the Dump level of the store.
- Maintain the file near to expiry products and display in the front of the store with discount.
- Communicates to category heads for fast moving , slow moving.
- Finding the high margin and high demanding products of the customer and working on that
- Maintaining the customer data and Informing them regarding the special running offer in the store.
- Doing the work of stock inward ,outward and store to store transfer of the stock through the sim+.
- Maintaining the Hygiene of the store.
- Providing the target of the store to the employee and discussing with them, how to achieve it.
- Working on Google sheet for all reporting.

+E-COMMERCE EXPERIENCE

JOB RESPONSIBILITIES:-

- Managing first and last mile together for Amazon Seller Central.
- Managing 6 Pickers associates team for order picking as per CPT.
- Managing 08 delivery associates team with 01 Supervisors of DA team.
- Daily Working on Return Order/Non Return Orders as per process with concession report.
- Working on Snow App for order picking.
- Working on Amazon Seller Center for weekly KPI,s Reports (CPO,ODR,INF,C2S,EAN SCAN,UPH)
- Working on SIM+ software for managing inventory and DAD/Dump Process
- Working Google sheet for all reporting.

2nd-Second Previous company:

- **Worked One year with Air plaza retail holding private limited (Vishal mega mart) 1 September 2020 to 30 August 2021 As Logistics manager in Bijnor -246701**.

JOB RESPONSIBILITIES:-

- D.C Receiving
- D.S.D Receiving (Local vender)
- D.C/D.S.D receiving according to all company process.
- Chek High value item from Invoice at the time of d.c receiving.
- Manual ordering for customer demand.
- Creating additional PO from category team.
- Po send to the vendor. And taking daily follow-up from him, do stock receiving before Po expires under 15 days.
- Working on pi schedule weekly and count of daily top 30 high shrinkage value item and booked in sap same day.
- Find of Short /Access at the time of d.c receiving and maintain the tracker on weekly basis.
- Damage sheet tracker maintain on weekly basis.
- Chek High value item from Invoice at the time of d.c receiving.
- Working in 25000 Square feet store . (Hyper market store)

1st-First Previous company:

- Worked Four year with Future Retail Limited (Easyday)12 February 2016 TO 25 March 2020 **AS Senior Associate in Muzaffarnagar-251001**.

JOB RESPONSIBILITIES:-

- Focus on customer service
- Focus on monthly offer & Target.
- Learn all Back Office Work.
- Following SM & Senior Guide line.
- Control shrinkage of store.
- Maintain FIFO.
- Reduce or control damage & Expiry.
- Follow SOP of company.
- focus on local vendor purchase.
- Gate Entry & Exit of goods.
- Responsible for timely transfer of stock from DC to floor (As per SOP)
- Maintain of DC Register & DC Inventory.
- Working in 2500 Square feet store . (Supermarket store)

Extra Curricular Activities & Interests:

- Playing cricket.
- News.

Summarizing:

- All rounder at work place.
- Doing work with full efficiency.
- Honest and hard working.

Declaration:

I hereby declare that above mentioned information is correct to the best of my knowledge and belief.

Date:

Place

(NEERAJ KUMAR)