

# ADITYA KUMAR

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## SUMMARY

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To be a part of an organization that provides clear direction, where I am encouraged and motivated to welcome challenges and contribute my knowledge, I want to prove my abilities, as well as taking the opportunity to learn from others, in order to achieve the mission and vision of the organization.

## EXPERIENCE

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### Assistant HR

Adhunik Power & Natural Resources

01/2023-Present, Jamshedpur

- Updating and organizing 90% of the administrative information concerning to the hired and previously linked to the company.
- Maintain and monitor over 400 employee records related to events such as termination, leave of absence, transfers, and promotions.
- Assisted in the recruitment process from sourcing candidates to schedule interviews.
- Recruitment. Joining Formalities. Induction Program. Time Office and Attendance. Payroll. Maintaining Employee data. Preparing Reports. Other Generalist Role.
- Working with recruitment agencies to source for candidates for specific job positions.
- Paying employees by calculating pay maintaining records.
- proactive well versed with advance excel & word & good communication. Accomplishing human resources department and organization mission by completing related results as needed.

### Assistant Purchaser

Adhunik Power & Natural Resources Limited

10/2019-01/2023, Jamshedpur,

- Inventory management process (goods Receipts, goods issues, stock transfers and transfer postings).
- Invoice Verification, Park invoice, and Block Invoice. Master data: Material master data.
- Vendor material data creation, info record creation, source list and condition records.
- Plan, organize, direct, control and evaluate the purchasing activities of an establishment.
- Develop purchasing policies and procedures and control purchasing department budget.

## EDUCATION

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- Master of Business Administration  
MBA, IT & Marketing Management  
Swami Vivekananda Subharti University, Meerut  
01/2020-12/2022
- BCA,  
Computer and Information Sciences and  
Support Services  
Jaipur National University  
01/2016 - 12/2019

## SKILLS

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- SAP MM
- Warehouse Management
- Learning Ability
- Tolerance
- Positive Attitude
- Organization Skill:
- Purchasing
- Negotiation
- Management
- Leadership

## CERTIFICATION

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- The Fundamental of Digital Marketing  
Google

## TRAINING/COURSES

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- Photoshop
- SAP MM

- Evaluate cost and quality of goods or services.
- Negotiate or oversee the negotiation of purchase contracts.
- Participate in the development of specifications for equipment, products or substitute materials.
- Purchasing Document types, Number Ranges for Info records, PO, PR, and screen layout.
- Report on buying trends, customer needs, profits etc.
- Consignment, and Stock Transport Order contract, Scheduling Agreement.
- Enterprise Structure: Plant, Storage location, Purchase Organization.
- Purchase Group. Issues of material with relevant department. Or asked them these needs.

## **ADDITIONAL SKILLS**

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- LINUX
- SOPHOS
- VMWARE
- KALI
- UBUNTU

## **INDUSTRY EXPERTISE**

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- Team leading
- Management

## **Branch Manager**

NTEX Transportation Services Private Limited  
02/2018-10/2019 Ranchi

- Manage all warehouse operations.
- Handled day-to-day shipping and receiving overseeing more than 2500-3000 packages per day.
- Plan and monitor inbound and outgoing deliveries.
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory management, gate processes, and shipping.
- Train and manage a warehouse team to solve day-to-day operational issues and long-term performance goals.
- Work with large team members of 150-200.
- Leading branch to an all-time high customer service rating of 85% completely satisfied customers