



Ajay Kushwaha

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● ABOUT ME

Good morning sir/madam.

First of all, thank you for giving me this opportunity to introduce myself.

I am Ajay Kushwaha , basically, am from Gorakhpur Deoria Uttar Pradesh but currently living in Surat Gujarat.

I did my higher secondary education from the CBSE board also SSC from the same board in 2009 and 2012.

I am pursuing I.COM art's commerce and science college which is affiliated to BRDK Deoria Uttar Pradesh college.

My strength is a quick learner, a hardworking and self-motivated person I am a workaholic, flexible and always want to be in a learning zone.

My weakness is that suppose someone assigns me a task to complete this task in a given timeline until and unless I complete that task. Can't focus on another one But I am trying to improve my weakness.

My short-term goal is to achieve a job in a reputed company.

My long-term goal is to achieve a higher position in a reputed company.

My hobbies are Gardening, Singing, and learning new things.

Coming to my family background, We are 6 members of my family including me. My parents and one of my sisters currently working in an Accenture company.

That's all about me. Thanks again for this opportunity.

● WORK EXPERIENCE

 **MITTAL POLYFILS PVT LTD – SURAT**

DATABASE ADMINISTRATORS – 25/04/2017 – 01/03/2023

Planning and Organizing: Developing procedures, systems, and strategies to streamline processes and improve efficiency.

Staffing and Personnel Management: Recruiting, training, and managing personnel, as well as allocating resources and office space.

Directing and Coordinating: Ensuring the smooth flow of information, managing schedules and deadlines, and coordinating various office activities.

Reporting and Budgeting: Monitoring costs, expenses, and inventory, and assisting in budget preparation.

Information Management: Handling correspondence, managing data, and maintaining records.

Office Management: Ensuring the proper functioning of office equipment and supplies, as well as managing facilities and maintenance.

Compliance: Ensuring adherence to company policies, regulations, and legal requirements.

Communication: Managing internal and external communication, including phone calls, emails, and other forms of correspondence.

Event Management: Organizing and coordinating events, meetings, and conferences.

Human Resources: Managing employee relations, recruitment, payroll, benefits, and training.

Financial Management: Overseeing financial transactions, invoicing, and financial reporting.

Project Management: Planning, executing, and monitoring projects within the organization.

Marketing Administration: Managing marketing efforts, including advertising, public relations, and social media.

Customer Service: Providing support to clients and customers.
Bookkeeping: Recording, tracking, and organizing financial transactions.
Health and Safety: Ensuring a safe and healthy work environment.

MITTAL FILAMENT PVT LTD – SURAT
WAREHOUSE SUPERVISOR – 01/04/2023 – 20/02/2025

Receiving and Inspection:
This involves the initial receipt of goods, verifying quantities and condition, and recording the incoming items.

Put-away:
Moving received items to their designated storage locations within the warehouse.

Storage and Material Handling:
Safely and systematically storing goods, optimizing space utilization and accessibility.

Inventory Management:
Tracking and controlling the quantity and location of all items within the warehouse, ensuring accurate stock levels and efficient retrieval.

Order Picking:
Retrieving items from their storage locations to fulfill customer orders.

Order Packing:
Preparing picked items for shipment, including packaging, labeling, and ensuring items are properly secured.

Shipping:
Preparing orders for dispatch, arranging transportation, and ensuring timely delivery to customers.

Returns Processing:
Managing returned items, including inspection, quality control, and appropriate handling.

Warehouse Automation:
Utilizing technology like conveyor systems, automated storage and retrieval systems (AS/RS), and automated guided vehicles (AGVs) to streamline operations and reduce manual labor.

Labor Management:
Optimizing workforce allocation, task assignment, and performance tracking to improve efficiency and productivity.

Reporting and Analysis:
Generating reports on key performance indicators (KPIs) to identify areas for improvement and optimize warehouse operations.

Warehouse Layout and Design:
Planning and organizing the physical layout of the warehouse to maximize space utilization, improve workflow, and enhance safety.

LANGUAGE SKILLS

Mother tongue(s): **HINDI**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B2	B1	B1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Skype | Zoom | Google Docs | LinkedIn | Google Drive | Organizational and planning skills | Good listener and communicator | Team-work oriented | Outlook | Reliability | Creativity | Written and Verbal skills | Critical thinking | Responsibility | Gmail | Presenting | Internet user | Analytical skills | Strategic Planning | Teamwork | WhatsApp | Power Point | Ability to Work Under Pressure | Good time management | Problem-solving | Computer | positive thinking | Hardware networking problems

CREATIVE WORKS

30/04/2025 – CURRENT
Administrator

Journalizing:
This involves creating journal entries to document each financial transaction in a chronological order, including details like date, amounts, and account affected.

Posting:

Information from journal entries is then posted to the general ledger, which is a more organized record of all accounts.

2. Reconciling Accounts:

Bank Reconciliation:

This process compares the bank statement balance with the company's cash balance in the general ledger to identify and resolve any discrepancies.

Account Reconciliation:

Reconciling other accounts, like accounts receivable or accounts payable, involves comparing internal records with external statements or records.