

CURRICULUM VITAE

Baljeet Kumar

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NEW ROLLA

DUBAI UAE.

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CAREER OBJECTIVE

To learn and excel in the organization, I want to see myself as an important part of an organization's success with my knowledge and experience I hold with my work. I would make sure that I grow with the growth of the organization.

WORK EXPERIENCE

E- Commerce/Logistics Supply Chain/ Executive Assistant (Apparel Group FZCO 2019 - 2022)

- Store items in an orderly and accessible manner in warehouse or other area.
- Clean maintain supplies tools and equipment.
- Mark stock items using identification tags or stamp.
- Examine and inspect stock items for defects and report any damage to supervisors.
- Provide assistance or distribution to other stock room.
- Prepare and maintain records and reports of inventories, price list and shortage.
- Ensure all materials and components are identifiable according to specification.
- Move supplied to proper storage areas using stacker and trolley.
- Stocks and goods transfer.
- Arranging stock by categories.
- Replacement of stocks by categories.

TECHNICAL SKILL

- MS Office
- Internet
- WMS (Warehouse Management System)
- Oracle RWMS (Retail Warehouse Management System

Reliance Company (2014-2018)

- Cashier
- Doing outgoing and incoming stocks.
- Pack and unpack items to be stored on shelves in warehouse/ stock room.
- To receive and count stock items and record data manually.
- Able to deal with pressure in handling customer complaints, pricing and discounts.
- Replenish stocks.

SALES SUPPORT

- To assist the sales representative in terms of moving of the items to be sold.
- Build report to the perspective customers.
- Provide good customer service.

Qualification

- 10th passed From **Punjab School Education Board.**
- 12th passed From **Punjab School Education Board.**

Language Know

- English,Hindi,Punjabi

Personal Profile

| | | |
|----------------------|---|-------------------|
| Father Name | : | Sh. Harmesh Kumar |
| DOB | : | March -15- 1994 |
| Marital status | : | Married |
| Nationality | : | Indian |
| Passport No | : | P4912212 |
| Passport Expire Date | : | 01-01-2027 |
| Visa Status | : | Visit visa |

Signature

Baljeet Kumar