

CONTACT

Devendra Singh Rawat

📍 Village-Gohri Mafi, PO-Raiwala
Dehradun Uttarakhand 249205
☎ 0522046390 & +91-9719444799
@ devendrarawat566@gmail.com



OBJECTIVE

To be a part of highly motivated team and work on challenging assignments on areas like business Analysis, operations & customer support, management so as to contribute to the organisation's growth and profitability and gain exposure and expertise that would help me to build a strong and successful career.

EXPERIENCE

01-03-2007 - 28-02-2010

- **Computer operator**
Hutchison Essar South Ltd.C/O Zainab agencies
1-Monitoring sales order with finance and order execution.
2-To prepare manual document for dispatching stock transfer.
3-To update bin cards & packing stock as per invoice.
4-To updated stock register & cheque/DD register.

01-03-2010 - 30-06-2022

- **MIS Executive (store Keeper)**
Vodafone Idea ltd C/O Bakshi associate Pvt.Ltd.
1-Order generation, invoicing,stock transfer order,stock transfer note,goods receipt,goods issue,goods return,physical Vs system reconciliation.
2-Co.ordinate with sales team & channel partners of Dehradun zone for smooth operation.
3-Transport Management
4-material provisioning, staging,creating storage location,binning.
5-Handling operation
6-Maintaining account ledger of channel partners.
7-To ensure product availability, inventory management & space management to provide suitable outbound logistics for allocated sites.
8-Well knowledge of inventory control.

6 June 2023 - Till date

- **Assistant storekeeper**
Westzone fresh supermarket (Barsha-4)
1)stock received as per invoice & uploaded in PDT.
2)make a goods return note for supplier.
3)update all purchase details in system.
4)making promotion poster & change vegetable price in system.
5)also handling case counter & customer service.

EDUCATION

2004

- **HNB Garhwal University**
B.Com
2nd Division

2001

- **GOVT INT COLL Raiwala Dehradun**
12th from UP Board
2nd Division

2002

- **MSPVS**
One & half year diploma course in MS-office,Win-98,Tally
B+

SKILLS

- Operation systems-MS-excel,MS-Word,SAP & Oracle(EPos & CPos)

PERSONAL DETAILS

- Date of Birth : 08/07/1984
- Marital Status : Married
- Nationality : Indian
- Passport : S4640172
- Father's Name : Late Shri Alam Singh Rawat
- Languages known : Hindi,English

DECLARATION

- I hereby declare that all the above mentioned information is true to my knowledge and belief.

Date:
Place: Devendra Singh Rawat