

SOURABH

Personal Details

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Objective

Obtaining a position at your esteemed organisation where I can maximize my skills and training. And I will work in order to bring to your organisation enthusiasm, dedication and good work ethics combined with a desire to utilise my skills obtaining through training and experience.

Experience

- **Store Keeper** May 2023 - December 2024
Lenskart Pvt Ltd
 - Maintain a friendly and welcoming attitude , providing excellent customer service
 - Maintain receipts, records, and withdrawal of the stock
 - Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
 - Taking physical inventory once a month to cross check with the monthly inventory report
 - Ensuring proper storage of material and stock
 - Doing administrative and clerical tasks (such as scanning or printing).
- **Receptionist cum Admin Assistant** February 2022 - March 2023
K.C.M Army High School
 - Handling all incoming and outgoing calls,
 - Greeting and assisting Parents with their query or complaints,
 - Assisting in managing and communicating duty roster of teachers
 - Assisting Principal and Account Head with administration duties
 - Handling administration task, such as data entry, attendance record of staff, student enrollment and other required records
 - Maintaining accurate records and documents
 - Arranging PTM and additional gatherings and events

Education

Course / Degree	School / University	Grade / Score	Year
Bachelor in economics	Chaudhary Bansi Lal University	69%	2019-2022
Senior Secondary-- Commerce	Zee Litera Valley School	82.8%	2019
Matriculation	Happy High School	88.2%	2017
Computer diploma (6 months)	Red Cross Institute of Technology		Basic Excel+Tally

Skills

- Knowledge of Accounts
- Ms-office
- Quick learner
- Time management skill

Achievements & Awards

- Achieved monthly target and got attractive incentive.
- Got 1st position in jhaki cultural event in 2018.
- Certificate of appreciation in poem writing competition in 2018.

Languages

- Hindi
- English

Personal Profile

- Date of birth:10/08/2000
Marital status: single
Nationality: Indian