

Resume

Name:-Kundan Kumar

S/o :-Vinod Sharma

At :-Chakhaidar

Po :-Motipur

Via :-Tajpur

Dist :-Samastipur

State :-Bihar

Pin :-848130



Mob no:- 7631729337, 7979781100

EDUCATION QUALIFICATION

Exam passed	Board/university	Passing year	Marks obtained	percentage	Division
Matric	B.S.E.B.Patna	2011	278/500	55.60	2nd
Inter	B.S.E.B.Patna	2013	274/500	54.80	2nd
Graduation	L.N.M.U.Darbhanga	2017	433/800	54.12	2nd
Post Graduation	L.N.M.U.Darbhanga	2018-2020	911/1500	60.73	1 st
C.T.T.C	Miracle computer and training centre	2017	-----	83.00	1 st

PERSONAL DETAILS

Operating System	Ms-Dos
Ms-windows	Notepad, Wordpad, Paint
Ms-Office	Ms-word, Excel, Access, PowerPoint
D.F.A	Tally7.2, Tally9.0, ERP 9, Margwin, SCM
D.T.P	Pagemaker, Photoshop

ADDITIONAL QUALIFICATION

Nationality Indian
Religion Hindu
Date of birth 05/Aug/1995
Id mark A cut mark on the right
Hobby Lisning music, Playing chess, Read story
Language known English, Hindi
Marital status Unmarried
Typing speed 25 wpm
Email ID sharmakundan499@gmail.com

PRESENT ADDRESS & OTHER

⇒ PRESENT ADDRESS

NAME~ KUNDAN KUMAR
S/O ~ VINOD SHARMA
Rangpo East Sikkim 737132
PHONE:- 07631729337 , 07979781100

⇒ Professional Experience

Currently working in “IPCA LABORATORIES “ Sikkim Unit-ii
as a Warehouse Assistant 26th July - 2023 to Till Date .
“SALAS PHARMACEUTICALS PVT LTD.” Sikkim as a Warehouse
officer 1st APR 2022 to 17th July 2023 .

“SALAS PHARMACEUTICALS PVT LTD.” Sikkim as a Warehouse
Assistant 1st Dec - 2020 to 31 MAR – 2022

FACED AUDIT W.H.O. 2022

Trainer & Account Assistant Miracle Computer
Add-Tajpur ,Samastipur 2nd january 2018 – March 2020.

⇒ Store Management:-

Store management,inventory management.
Updating Issue-Receipt on daily basis.

Indent finalizing.

Maintaning stock of raw material.

Raw material stock.

System raw material requisition / issue slip.

Track the all vehicles of outgoing purpose.

⇒ Ware House:-

Inventory control of all material.

Duties range from loading and unloading items to a more specialized function.

Carrying out monthly physical inventory and inventory counting & reconciling.

Place

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Signature

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