

Abichal Kumar Jha

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D O B - 28/12/1983

→ Career Objective

Looking for the greatest opportunity to work as dispatch department for a reputed organization. Good talented and efficient Dispatch Department with over **Twelve years'** experience working independently and also a team work to provide a full range of Dispatch Assignments of average difficulty as assigned or defined by established procedures.

→ Academic Details

- Bachelor of Arts, T. M. B. University, Bhagalpur.
- Diploma in Computer Application.
- Accounting Tally (ERP 9.0)

→ Work Experience

- **Working as DISPATCH EXECUTIVE in ALMOND HOUSE PVT. LTD, Hyderabad from Mar 2023 to Till Date.**
 - Preparing the Daily Dispatch Report
 - Preparing of GDN in ERP.
 - Preparing of Invoices on time.
 - Responsible to check the stock & report to the customer for final product.
 - Checking the wastage material and return to the Production Department.
 - Looking after loading and unloading of Goods.
 - Maintaining stocks correctly and providing proper Plaining.
 - Pull, Pack, Weigh, and label products based on daily orders.
 - Ensure all packages are properly packaged and sealed.
 - Preparing and completing warehouse orders for delivery or pickup according to schedule.
 - Checking the Monthly Production and dispatches In Dynamics 365 business central to ensure both system stock and physical stocks matches accurately.
- **Worked as DISPATCH EXECUTIVE in HARTEX RUBBER PVT. LTD, Hyderabad from Aug 2020 – March 2023.**
 - Preparing the Daily Dispatch Report
 - Preparing of GRN, DO, GDN in ERP.
 - Preparing of Invoices on time.
 - Responsible to check the stock & report to the Dispatch Manager for final product.
 - Handling Dispatch Independently, Looking after the Entire Billing/Invoice & Challan.
 - Accountable for stock counting everyday sending MIS to HO.
 - Looking after loading and unloading of Goods.
 - Maintaining stocks correctly and providing proper storage locations in the warehouse batch.
 - Preparing and completing warehouse orders for delivery or pickup according to schedule.
 - Checking the Sales data, Monthly Production and dispatches In SQL Data Base to ensure both system stock and physical stocks matches accurately.

- **Worked as ADMIN IN CHARGE in VISION 40 IIT ACADEMY in Hyderabad from Feb 2016 - Dec 2019.**

- Ensure that the branch operates in a proper manner and efficiently as per processes.
- Take care the complete discipline in the office.
- Manage every kind of function and activities in the Branch.
- Manage all office vendors and manage their timely bills and payments etc.
- Maintaining the list of requirements for office purpose.
- Maintaining office register/attendance register daily basis.
- Passing the required information to HR.
- Taking all the responsibility of organization.
- To coordinate the maintenance and repair of office Equipment's.
- Maintain proper way and giving daily report to Head Office.

• **Worked as OFFICE ASSISTANT in ITC LIMITED, MUNGER, BIHAR from Dec 2010 - Dec 2015.**

- Preparing the Daily Dispatch Report.
- Preparing of Invoices on time.
- Responsible to check the stock & report to the Dispatch Manager.
- Contact drivers for setting up work assignments.
- Looking after loading and unloading of Goods.
- Keep track and maintain inventory.
- Preparing and completing warehouse orders for delivery or pickup according to schedule.

➔ Skills

- Having 12+ years of experience as the dispatch department.
- Ability to perform dispatch and office support activities.
- Good communication and writing skills.
- Typing speed with 25wpm.
- Having strong analytical and organizational skills.
- Proficient with computer literate such as Microsoft Word, Microsoft Excel, Power Point and Internet.
- Able to keep project on schedule.
- Able to update and detail of all projects.
- Able to handle incoming calls and requests.
- Responsible for other duties as assigned.

➔ Strength

- Disciplined, Dedicated, Energetic and Hard Working.
- Interested to learn new things and get easily on matters.
- Like to do things systematically and in a planned manner
- Friendly with others, Cooperative, Punctual, bold and honest, Traveling and watching movies.
- Listening Old Classical.

➔ Declaration

I hereby declare that the information provided by me in the curriculum vitae is correct.

Date :-

Place :- Hyderabad

(Abichal Kumar Jha)