

# CURRICULUM VITAE

House No. I-009, Rail Vihar,  
Shivalik Block, Sector-15,  
Part-II, Gurgaon, Haryana-122001  
Contact No. 9818131248, 8851622556

**SATISH KUMAR**

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**Aspiring for positions in Key Senior Operations Executive (Dispatch & Logistics)  
with an organisation of repute.**

**Objective: To put in the best of my efforts and work towards the betterment of the organization.**

## **Skills:**

- Problem solving skills.
- Self motivation & ability to take the initiative.
- Ability to work well under pressure.
- Punctuality and time keeping.
- Able to take on responsibility.
- Teamwork skills (worked well as part of a team in previous office experience).
- Quick learner, keen to learn and improve skills.

## **Personal Details:**

- Date of Birth : 30<sup>th</sup> January 1979
- Father's name : Late Shri Jagdish Chand
- Nationality : Indian
- Religion : Hindu
- Sex : Male
- Marital Status : Married

## **Educational Qualification:**

- B. A. (Pass) Delhi University in 2000. (Shaheed Bhagat Singh College)
- 12<sup>th</sup> Passed from C.B.S.E. in 1997.
- 10<sup>th</sup> Passed from C.B.S.E. in 1995.

## **Working Experience:**

- Worked as a Data Entry Operator on Contract basis (May 2002 to Oct. 2002) in DOEACC SOCIETY, 6-CGO Complex, New Delhi-110003.
- Worked With D.S.S.I. Exports (P) Ltd., Saidula-jaib, Saket (Nov. 2002 to April 2006) as a Office Assistance & Field Executive.
- Worked With Home Care (India) Pvt. Ltd. Plot no. 305, Udyog Vihar, phase-II, Gurgaon Haryana. A Govt. Recognized Export House (April 2006 to Dec. 2008) as a Field Executive.

- Worked With Sai Engineering Dundaheera as a (Jan. 2009 to July 2010) Office Assistance/Field Executive.
- Presently working in Chemisynth, Plot no. 105-106 I.D.C. Mehrauli road Gurgaon as a (Aug. 2010 to till Date) Senior Operations Executive (Dispatch & Logistics).

### **Present Company Profile:**

- We Chemisynth are one of the leading manufacturers and suppliers offering a wide range of house hold and industrial cleaners. These include teepol machine dish washer, laundry liquid detergent, window cleaner, disinfectant floor cleaner, laundry detergent powder, pine oil sanitizer, 'dishmatic' automatic dishwasher detergent, rinse-aid & salt and industrial detergent-cum-wetting agent.

Established at Gurugram, we are led under the able guidance of Mr. Sunil Jain, who has with him rich detergent industry experience. His able handling of the whole operations, dedicated support of our team and with the help of our associated companies, we consistently strive towards meeting the requirements of our clients.

### **Key Customer:**

- IFB Industries Ltd.
- Wipro Enterprises Pvt. Ltd.
- Future Consumer Ltd.
- Saint Gobain India Pvt. Ltd.
- Milliken Chemical and Textile India Pvt. Ltd.
- Reckitt Benckiser Bangladesh Ltd.
- Finar Ltd.
- R A Nariman & Co. Pvt. Ltd.

### **Key Responsibilities:**

- Preparing Sales Invoice & Returnable Challans in Tally ERP 9.
- Making proper documentation of every record.
- Documents (Invoice & Challans) file after checking on daily basis.
- Handling and Capture E-Way Bill for Transporter.
- Co ordinate with Production Dept for material to Dispatch.
- On time dispatch PO wise.
- Dispatch Planning of daily basis.
- Prepare Pre Intimation and Post Intimation by mail.
- Planning of the vehicle coming for loading and filling.
- Customer complaint handling and dispute resolution with customers if any.
- Maintain the stock material on daily basis.

### **Technical Qualification:**

- Diploma in Computer Application of Six months from R.C.S.M., Malviya Nagar, New Delhi-110017. (Ms-Dos, Ms-Windows 95/98, Ms-Word 2000, Ms-Excel 2000, Ms-Power Point 2000, Ms-Access 2000, Internet and e-mail).

**Language Known:**

- English, Hindi & Himachali.

**Typing Speed:**

- 35 Word's P.M.

**Hobbies:**

- Listening music, playing cricket and Internet surfing.

**Salary Expected:**

- Negotiable.

**Date :**

**Place : Gurugram**

**[SATISH KUMAR]**