

CURRICULUM VITAL

SEKHAR GUPTA

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CARRER OBJECTIVE

*To build a strong work base in an organization which can help me to work in a responsible position
In an organization of reputed brand and upgrade myself at every stage of my professional life,*

EDUCATION QUALIFICATION:-

- *Graduation from S M M TOWN P.G. COLLEGE, BALLIA (VPS Purvanchal University, Jaunpur) 2004.(Bachelor of Arts)*
- *Passed XII from Vivekananda Vidyalaya, Digboi in 2000.*
- *Passed X from Vivekananda Vidyalaya, Digboi in 1998.*

PROFESSIONAL QUALIFICATION:

- *PGDCM(Post Graduate Diploma in Computer Science) from Hi-Tech computer point (ASSAM)*
- *One year English typing course from Digboi Commercial Institute ,Digboi (ASSAM).*
- *Took Three months training of sap R/3 in the Kansai Nerolac Pains Ltd*
- *One month civil Defence Training at Tinsukia district in year 2000.*
- *Took Three Months Training of SAP BUSINESS ONE in the Woodver Coatings Pvt Ltd.*

EMPLOYMENT RECORD:-

- *Presently at Working WOODVER COATINGS PVT LTD as a Office Admin Incharge in the year May-2023 to till date*
- *Monitor all branch activities and Responsible for all the activities in the Depot.*
- *Ensuring MIS reports are prepared and sent to respective Branch Manager.*
- *Ensure that all functions are carried out smoothly in office and each employee is assigned Work according to the requirement and it is being carried out.*
- *Ensuring maintenance of stock register/physical verification.*
- *Implementation of 5S and periodical audit.*
- *Co-ordinate with Transporters for dispatch as per route plan and maximum vehicle utilization.*
- *Ensure staff Attendance, Discipline are adhered as per HR policy.*
- *Monthly Dashboard & Activity Report sent to RM & Branch Manager*
- *Daily basis Sales & collection report sent to Branch Manager.*
- *Manage stock control and reconcile with data storage system*
- *Maintain standards of health and safety, hygiene and security*

- *Maintains accounts payable and accounts receivable records.*
- *Attends meetings and takes meeting notes.*
- *Required to plan incoming and out-going orders*
- *Plan and organize to meet customer requirement / satisfaction continually*
- *General housekeeping and safety / equipment in the Depot are to up to Performance standard*
- *Maintaining a database, ensuring that records are complete and current.*
- *Preparing checks, deposits, budgets, and financial reports.*
- *Abiding by all company procedures and accounting principles.*
- *Responding appropriately to vendor, client, and internal requests.*
- *Ensuring Accounting Department runs smoothly and efficiently*
- *All Day to Day expenses of Depot on Regular basis.*
- *Processing employees Conveyance claim*
- *Purchases of all stationary items of depot*

**** Worked at M/S Parekh Integrated service PVT Ltd as a Depot incharge in year 2013 to 2023 (Kansai Nerolac Paints Ltd).***

- *Monitor all office activities and Responsible for all the activities in the Depot*
- *Monitoring man power and it's optimum utilization*
- *Monitoring timely order processing /dispatches/ Collection entries in system.*
- *Ensuring MIS reports are prepared and sent to respective co-coordinator.*
- *Checking for any pending work and give instructions to carry out those to respective person.*
- *Check that every person has completed his /her work according to the SOP.*
- *Ensure that all functions are carried out smoothly in Depot and each employee is assigned work according to the requirement and it is being carried out.*
- *Coordinating with Principle company.*
- *Ensuring documentation (filing, record keeping, retrieval) is done regularly.*
- *Ensuring maintenance of stock register/physical verification.*
- *Insurance claims, if any damages during transit.*
- *Daily & monthly Stock audit & verification. Response to Customer/Principle company queries in effective and timely manner.*
- *Monitor performance of all staff by KPI'S as per their job profiles and make necessary changes as and when required to meet daily work demands.*
- *Monitor pending Stock In Transit Goods Received Note and account all Sales Returned Vouchers on daily basis and escalate exceptions if any to principle company.*
- *Ensure that timely Acknowledgments are received from transporters and Customers.*
- *Implementation of 5S and periodical audit.*
- *Ensure that all inwards goods are stored at specific location defined (Damage/Good stock/Samples etc.)*
- *Ensure that timely dispatch of gifts to customer and proper Acknowledgment is recd. from them.*
- *To ensure all mail communications is clear and closed.*
- *Ensure staff Attendance, Discipline are adhered as per HR policy.*
- *Ensure Petty cash verification Statement is sent to ZO on time and cash replenishment done on time and keep a check on expenses.*
- *To ensure follow up for payments Raising & submission of all Debit Notes on time to principle company.*
- *Co-ordinate with Transporters for dispatch as per route plan and maximum vehicle utilization.*
- *Ensure on time submission of transport Bills for shipment costing and Payments from principle company.*
- *Monthly CNF Dashboard sent to principal company.*

**** Worked at M/S Parekh Integrated service PVT Ltd as a computer Operator in year 2011 to 2012 till. (Kansai Nerolac Paints Ltd).***

- *Monitoring and responsible for all activities related to DECORATIVE work .*
- *Order taking in odd hours and entering in SAP & mail to concern person for releasing order.*
- *Customer receipts date and time update in system.*
- *Timely order processing of Return Goods, Send the order number for release to DCM.*
- *Attend to Customer queries and KNPL staff issues needs to be addressed.*
- *New Customer Account Opening - with proper document attached as per SOP along with concern ASM.*

- *Monthly Customer Outstanding Balance print out and dispatch to customers.*
- *Bar-code scanning of Dealers token in EBTMS software for value Credit note discounts as per TSO.*
- *Customer daily incoming payments entering timely. Entering & Preparing Receipt Collection Payments,*
- *Prepare Bank deposit slip for handing over the same to CMS person and take Acknowledgment.*

Last Company :

- *Worked as a Night Incharge Operation at Avancer Couriers PVT Ltd in year 2009 to 2010.*
- *Worked as a Data entry Operater at Avancer Couriers PVT Ltd in year 2006 to 2008*

SKILLS:-

- *Good communication skills very systematic in approach and quick adaptability.*
- *Sincere and hardworking with an ability to perform well as a team member.*
- *Ability to maintain a positive attitude while under pressure*

HOBBIES:-

Watcing, Playing Cricket , Music

PERSONAL DETAILS

DATE OF BIRTH:- 27THTH MAY-1982

MATRIAL STATUS:- MARRIED

FATHER NAME:- NARENDRA KUMAR GUPTA

GENDER:-MALE

NATIONALITY:-INDIAN

LANGUAGES KNOWN:- HINDI, ENGLISH,BENGALI, ASSAMES

Certification: I the undersigned certify that to the best of my knowledge and belief this bio-data correctly describes my qualifications my experience and myself.

Date:.....

Place.....

(SEKHAR GUPTA)

