



## EDUCATION

- Amity university Noida**  
MBA (Pursuing)
- Ganga Technical Campus (MDU)**  
Batchelor Of Business Administrator (2020-2023)  
(First Division)
- Nav Uday Convent Sr. Sec. School**  
12th (2019) (78%)
- Sri Krishna Sr. Sec. Public School**  
10th (2017) (6.2 CGPA)

## SKILLS

- Zoho Inventory.
- MS Office.
- Data Management.
- Recruitment.
- Data Analyzation.
- Advance Excel.
- Power Query.
- Power BI.
- Vendor Management.
- Inventory Management.
- Logistic Coordinator.
- Ability to work on different job portals.

## PERSONAL DETAILS:-

- D.O.B** :- 15 Sept 2001
- Father Name** :- Ajeet Kumar
- Father Occupation** :- Business Man
- Mother Name** :- Anita Jangra
- Mother Occupation** :- House Wife

## LANGUAGES

English



Hindi



## PROFESSIONAL EXPERIENCE

### IoTfy Solution Pvt. Ltd. | Sep 2023 - Feb 2024

OPERATION EXECUTIVE

- Experience to work on Zoho Inventory.
- Using Zoho Inventory for material movement.
- Analyzing data and using it to identify areas for improvement and cost reduction.
- Make researches for new vendors as per material requirement
- Ability to accurately track inventory and create reports.
- Inventory management.
- Handling various Supply Chain process like material planning and logistics planning.
- Data Collection and Cleaning.
- Gathering data from various sources such as databases, spreadsheets.
- Cleaning and preprocessing data to ensure accuracy and consistency.
- Organizing and managing datasets effectively.
- Coordinate with the Vendors regarding material dispatch.

### Eagle Information System Pvt. Ltd | Feb 2023- June 2023

HR Intern

- Recruitment and selection process.
- Prepare salary breakup of selected candidate on Excel.
- Make offer letter of candidates.
- Scheduling Interviews Of candidate with respective manager on zoom meeting.
- Updating our internal databases with new employee information like contact details and employment forms.
- Design job descriptions and interview questions that reflect each positions requirements.
- Job Posting on various portals.

### HNG Pvt. Ltd | Aug 2022 - Sep 2022

HR Intern

- Updating our internal databases with new employee information like contact details and employment forms.
- Screening resumes and application forms.
- Marking Attendance of employees.
- Gathering payroll data like working hours, leaves and bank accounts.