

# Curriculum Vitae



**Sunil Chaudhary**

## CAREER OBJECTIVE

- To seek a good & responsible job in professionally managed organization where in my conceptual and functional skills are effectively utilized in a way that contributes to the organization growth coupled with personal growth within the organization.

## STRENGTH

- Inventory Management
- Production Punching
- BOM
- Procurement
- GRN
- Handle Material Centre
- Data Analytic
- Advance excel (V-Lookup, H-lookup, Data Validation, Extraction, Pivot, Conditional Formatting, Consolidation
- Import range
- Google sheet, Google Form
- MIS Reporting
- Busy
- Tally ERP -10
- Tracker
- SAP
- MSD

## ACADEMIC QUALIFICATION

Exam Name	Board / University	Passing year	Percentage of Marks	Division
High school	UP Board	2010	69 %	1st

## PROFESSIONAL QUALIFICATION

Exam Name	Board / University	Passing year	Percentage of Marks	Division
Intermediate (Bio)	UP Board	2012	63 %	1st
Graduate (Chemistry)	Avadh University	2016	63%	1st

## EXTRA QUALIFICATION

- **Diploma in computer application with 80 % marks in 2017 from UMA Technical Institute Gorakhpur.**
- **C++ From National Institute of electronic & Information technology (NIELIT)Gorakhpur.**

## WORK EXPERIENCE

### **Sr. Dispatch Executive**

- **Zet Town India Pvt Ltd, Sec-63 Noida.(Man. Prod- Smart watch, Neckband, Airbuds, Speakar,Jio Phone)**

- **(July-2023 to Till)**

### **Role & Responsibility-**

- Managed the daily operational activities of a fleet of vehicles to ensure efficient and timely delivery of goods With logistic Software (Super procure) .
- OEM Order Organized planned and monitored the dispatch process in order to meet customer requirements.
- Resolved issues related to logistics, scheduling or delivery delays.
- Supervised loading and unloading operations at warehouses and distribution centres.
- Recruited and interviewed applicants to place candidates on right assignments.
- Inventory management, Organized Audit with cycle count Also maintain Physical Stock with software.
- MIS Reporting, Daily Weekly Monthly
- POD verified (E-way bill, Billing and Documentations)

- Administration
- Team Handling
- Emails
- 5S Maintain

### CONTACT DETAILS

- Mobile No.  
9161766672
- Email id  
Sc2345sunilsihorwa77@gmail.com

### ADDRESS

- Curr Add- Chairman Farmhouse,  
Dadha, Greater Noida, Gautam  
Buddha Nagar,201306
- Per Add- Sihorwa, Mohankola,  
Siddharth Nagar 272201

### PERSONAL DETAILS

- Father's Name: Mr Ramteerath  
Chaudhary
- Mother's Name: Mrs.- Sughra  
Devi
- Date of Birth: 10-05-1993
- Gender: Male
- Nationality: Indian
- Religion: Hindu
- Marital Status: Married
- Language Known: Hindi, English

- Export order handling
- Transport & carrier management.
- Collaborate with warehouse employees and other staff to ensure business goals are met.

### • INVENTORY OFFICER

### • FUJIYAMA POWER SYSTEM PVT LTD, SEC- ECOTECH-1 GREATER NOIDA. (MAN PROD- BATTERY, LI BATTERY, UPS, INVERTER, SOLAR PANEL, CHARGER,

### • MAY-2021 TO JUNE 2023

### Role & Responsibility-

- Managed the daily Production activities of a fleet of Panel, inverter, Charger & Battery to ensure efficient and timely punch (Qty Transfer) in FG Software (Busy & Tracker) with serial numbers.
- Ensured All Production Item stock transfer should be done through BOM in different material centre with the physical.
- Placed orders to replenish stock avoiding insufficiencies or excessive surplus
- Controlled all incoming & outgoing trending items. Devising ways to optimize inventory control procedures
- Organized planned and monitored the Inventory Audit, Daily, Monthly, quarterly also As per management requirements.
- Resolved issues related to Inventory with the proper root cause.
- Ensuring product stock is adequate for all distribution channels and can cover direct demand from customers
- Supervised loading and unloading operations at warehouses and distribution centres. Recorded daily deliveries and shipments to reconcile inventory.
- Recruited and interviewed applicants to place candidates on right assignments.
- Managed Field returned materials
- MIS Reporting, Daily Weekly Monthly
- Maintain 5 S & Fifo, lifo
- Ensuring Quality control
- Resolving daily basis Customer complaints with satisfaction by phone call and emails.
- Busy, Cloud and ERP-10 software handling
- Team Handling
- Administration

• **COORDINATOR DATA ENTRY (MIS PERSON)**

• **BREAK THROUGH TRUST LUCKNOW (NON-GOVERNMENTAL ORGANIZATION)**

• **APRIL-2028 TO MARCH 2021**

**Role & Responsibility-**

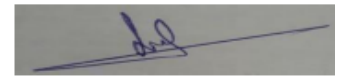
- Administration
- Data Presentation
- Field visit (Monitoring)
- Follow-up daily basis biometric attendance and sessions (21000 enrolment)
- Organized Seminar (Kishori mela , Video Van, Hyper local Campion, Asha-Aww meeting)
- Data updation daily basis in excel and Word (Front line worker , Stack holder)
- Create report weekly and Monthly
- Story typing Hindi and English
- Reporting State level manager.

**Deceleration:**

I hereby declare that the above-mentioned information furnished above is true to the best of my knowledge & belief.

**Place :**.....

**Date:**.....



**Sign**