

# CURRICULUMVITAE

## SUNIL BALOTIA

ADD:-RZE-258

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### **OBJECTIVE:-**

I WANT TO BE A PART OF WINNING TEAM WHERE I CAN TRANSLATE MY COMMUNICATIONS SKILL INTO BUSINESS FOR MY ORGANIZATION WITH SHEER DEDICATION & HARD WORK.

### **EDUCATION QUALIFICATION:-**

- PASSED 10<sup>TH</sup> CLASS FROM C.B.S.E BOARD IN 2009.
- PASSED 12<sup>TH</sup> CLASS FROM C.B.S.E BOARD IN 2011.
- COMPLETED GRADUATION B.A PROGRAMME FROM DELHI UNIVERSITY IN 2015.

### **PROFESSIONAL QUALIFICATION:-**

- BASIC KNOWLEDGE OF COMPUTER APPLICATION.

### **WORK EXPERIENCE:-**

- THREE YEARS WORK EXPERIENCE AS A STORE ASSISTANT WITH SUPROL INDIAN OPTICS PVT. LTD., MUNDKA, NEW DELHI. JOB JOINING DATE JUNE 2012 TO AUG 2015.

#### **JOB ROLE**

MAINTAINS INVENTORY RECORDS BY ADDING OR DELETING ITEMS AS THEY ARE ISSUED OR RECEIVED. VERIFIES UPDATES AND RECONCILES INVENTORY INFORMATION. PERFORMS PHYSICAL INVENTORY OF WAREHOUSE AND SUPPLY YARD AND RECONCILES RECORDS.

- THREE YEARS WORK EXPERIENCE AS A DISPATCH EXECUTIVE WITH SUPROL INDIAN OPTICS PVT LTD., MUNDKA, NEW DELHI. JOB JOINING DATE SEP 2015 TO JULY 2017.

#### **JOB ROLE**

A DISPATCHER IS A PROFESSIONAL WHO ENSURES THAT EVERYTHING RUNS SMOOTHLY BY COORDINATING WITH CUSTOMERS, PROVIDING PRECISE LOGISTICS FOR DRIVERS TO FOLLOW ALONG ON THEIR ROUTES, AND COORDINATING DELIVERY TIMES. DISPATCHERS ARE THE POINT OF CONTACT FOR DRIVERS AND HAVE ALL THE INFORMATION NEEDED TO MAKE DELIVERIES.

- THREE YEARS EXPERIENCE AS A STORE INCHARGE WITH EKKO INTERNATIONAL PVT. LTD. NARAINA INDUSTRIAL AREA, PHASE-I, NEW DELHI. JOB JOINING DATE SEP 2017 TO MAR 2020.

#### **JOB ROLE**

- WORKED AS A IN SAB INTERNATIONAL MUNDKA AS A STORE INCHARGE JULY 2021 TO AUG 2024.

#### **JOB ROLE**

INWARD OUTWARD LOADING UNLOADING GRN E-WAY BILL MAKING CHALLAN INCOMING AND OUTGOING MATERIAL DAILY UPDATE CONSUMABLES ITEM DAILY STOCK CHECKING PHYSICALLY AND SYSTEMATICALLY DAILY INVENTORY UPDATE AND MONTHLY INVENTORY RECORD. MAINTAIN MANUALLY INWARD REGISTER ENTRY INCOMING RAW MATERIAL.

- WORKED AS A STORE MANAGER WITH SHREE SHYAM LIGHTING SOLUTION LTD SINCE AUG 2024 TO TILL DATE.

**JOBROLE**

**INVOICE CREATE ON TALLY, BILLING ON TALLY, NEW ITEM CREATE ON TALLY, NEW PARTY CREATE ON TALLY, PARTY LEDGER CHECK, CASH HANDLING.**

INWARD OUTWARD LOADING UNLOADING GRN E-WAY BILL MAKING CHALLAN INCOMING AND OUTGOING MATERIAL DAILY UPDATE CONSUMABLES ITEM DAILY STOCK CHECKING PHYSICALLY AND SYSTEMATICALLY DAILY INVENTORY UPDATE AND MONTHLY INVENTORY RECORD MAINTAIN MANUALLY INWARD REGISTER ENTRY INCOMING RAW MATERIAL.

**STRENGTH:-**

- PUNCTUAL & SMART WORKING STYLE
- COMPREHENSIVE PROBLEM SOLVING ABILITY.
- WILLING TO LEARN & FAST ADOPTABILITY.

**PERSONALDETAILS:-**

|                |                     |
|----------------|---------------------|
| DATE OF BIRTH  | :-04 Sep1991        |
| FATHER NAME    | :-MR.HEMRAJ BALOTIA |
| MARITAL STATUS | :-MARRIED           |
| HOBBIES        | :-LISTENING MUSIC   |
| LANGUAGE KNOWN | :-HINDI, ENGLISH    |
| NATIONALITY    | :-INDIAN            |

**DECLARATION:-**

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE: - \_\_\_\_\_

DATE: - \_\_\_\_\_

**(SUNIL BALOTIA)**