

CONTACT



SHYAMSUNDER VERMA

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OBJECTIVE

TO WORK IN AN ENVIRONMENT WHICH ENCOURAGES ME TO SUCCEED AND GROW PROFESSIONALLY WHERE I CAN UTILIZE MY SKILLS AND KNOWLEDGE APPROPRIATE.

EXPERIENCE

FEBRUARY 2021 -
NOVEMBER 2022

- COMPUTER OPERATOR**
ELECTRONIC HUB (WAREHOUSE)
I WAS WORKING THERE AS A COMPUTER OPERATOR WHERE MY RESPONSIBILITIES INCLUDED GENERATING INVOICES AND E-WAY BILLS, MANAGING INVENTORY OF INCOMING AND OUTGOING GOODS, AS WELL AS HANDLING PURCHASE AND DISPATCH ENTRIES.

NOVEMBER 2022 - MAY
2023

- COMPUTER OPERATOR**
DESICCANTS INDIA LLP
I WAS WORKING THERE SINCE OCTOBER 2022, AND DURING MY TENURE, I HAVE HELD THE RESPONSIBILITY OF MANAGING THE ENTIRE INVENTORY FOR DAILY PRODUCTION OF GOODS, INCLUDING RAW MATERIALS, INWARD MATERIALS, AND MACHINE DETAILS. ADDITIONALLY, I AM IN CHARGE OF CREATING PURCHASE ORDERS, HANDLING THE ENTRY OF PURCHASE BILLS, AND OVERSEEING THE PROCESS OF LOADING AND UNLOADING BILLS. APART FROM THESE CORE RESPONSIBILITIES, I ALSO TAKE ON VARIOUS OTHER TASKS TO ENSURE SMOOTH OPERATIONS WITHIN THE ORGANIZATION.

EDUCATION

2018

- CENTRAL BOARD OF SECONDARY EDUCATION**
MATRIX
61 PERCENTAGE

2020

- NATIONAL INSTITUTE OF OPEN SCHOOLING**
INTERMEDIATE
64 PERCENTAGE

2019

- BALAJI INSTITUTE OF ADVANCE STUDIES**
BASICS COMPUTER COURSE (HARDWARE & SOFTWARE)
A

SKILLS

- TYPING SPEED 45+ (WPM)

PERSONAL DETAILS

- Date of Birth : 28/03/2003
- Marital Status : UNMARRIED
- Nationality : INDIAN
- Religion : HINDU
- Gender : MALE
- FATHER'S NAME : SUBODH KUMAR
- MOTHER'S NAME : RAJWANTI DEVI

HOBBIES

- COMPUTER TYPING
LISTENING MUSIC