

# Krrish Batra

+91 9518805509

Email: krrishbatra49@gmail.com



I am hardworking. I give my 100%, this is my strength. I arrive on time for work and stay until work completion. My best part is, I love quality working

Currently, I am pursuing online BCA from Chandigarh University.

## Experience

1 year

### DOCUMENT APPRENTICE-PLANT MATERIALS Supply Chain ASIAN PAINTS LIMITED(Rohtak Plant)

- Dispatch Documentation of trucks in General Shift
- Create, Re-order and Change Truck Order in SAP PRD
- Manage fleet of vehicles with the help of Truck Management System
- Assign Truck Order, Update Lorry Receipt(LR) Number, Allocate Dock Door, Check Loading Completed Indicator, Issue Goods in SAP EWM, Create Billing Document, Create Shipment and Create Service Entry.
- Request Under load approval from SENIOR MANAGER-PLANT ADMINISTRATION AND HUMAN RESOURCES on mail
- Request WPL Approval from ASSISTANT MANAGER-PLANT MATERIALS on mail
- Share Zplacement report with Placement Cell on mail
- Generate E-Way Bill using E-Way Bill Portal
- Write on Letterhead for dispatches to Kerala
- Analyse Discrepancy Case reported at Receiving Depot
- Coordinate with Transporters and share Depot Order List with Security Gate
- 5S in Office

## Highlights

- Responsiveness
- Good Written and Verbal Communication Skills
- Organised way of working
- MS-Office usage skills

## Education

- **Govt. Model Industrial Training Institute, Rohtak**  
Computer Operator and Programming Assistant(COPA) Course  
90.33%
- **SRS Sr. Secondary School**  
CBSE Class XII  
(Science stream)  
68%
- **Pathania Public School**  
CBSE Class X  
95%

## Hobbies

- Listening songs 🎧
- Travelling 🌍