

# CURRICULAM VITAE

## DINESH KUMAR VERMA

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Phone no. - 9827818982

## PROFESSIONAL EXPERIENCE:

A strong analytical and result oriented professional with 7.2 years of experience in manufacturing industry.

## EMPLOYMENT SCANS:

**Organization** :- Shivam Hitech Steels Pvt Ltd. Bhilai

**Designation** :- Jr. Executive ( Dispatch & Billing )

**Experience** :- November 2020 to till date

**Department** :- Logistics

**Organization**: - Paras Traders

**Designation** :- Dispatch & Billing

**Experience** :- April 2015 to September 2020

**Department** :- Logistics

**Organization**: - Narmada Enterprises

**Designation** :- Dispatch & Billing

**Experience** :- August 2012 to March 2015

**Department** :- Logistics

## JOB RESPONSIBILITY:-

1. Dealing with transporters and dispatched of finished products.
2. Co-ordination with marketing for daily/weekly dispatch plan as per targets.
3. Preparation of all documents for monthly audit.
4. Invoicing for dispatch vehicles.
5. Tracking and follow up of transporter's payment with account department.
6. Yard management and Rake handling.
7. Deals with party wise pendency report & updating of order position.

### **EDUCATION QUALIFICATION:-**

1. Bachelor of Commerce from Pandit Ravishankar Shukla University, Raipur in the year 2010.
2. Higher Secondary from Sector- 4 Bhilai in the year 2007.
3. Matriculation from Sector- 7 Bhilai in the year 2005.

### **PROFESSIONAL QUALIFICATION:-**

1. Pursuing Cost and Management Accountant.

### **COMPUTER KNOWLEDGE:-**

1. Microsoft Office- word, Excel & Internet
2. Tally Erp 9 & Eway bill.

### **PERSONAL DETAILS:-**

<b><u>Name:</u></b>	Dinesh Kumar Verma
<b><u>Father name:</u></b>	Sri Narendra Kumar Verma
<b><u>Mother name:</u></b>	Anita Verma
<b><u>Date of birth:</u></b>	30.10.1988
<b><u>Marital status:</u></b>	Married
<b><u>Permanent address:</u></b>	Pragati Nagar Street – 20 b, Risali, Bhilai, District- Durg Chhattisgarh
<b><u>Hobby:</u></b>	Travelling
<b><u>Languages known:</u></b>	Hindi, English, Chhattisgarhi

**STRENGTH:-**

1. Willingness to learn.
2. Flexible with organizational work environment.
3. Public relation making and maintain.

**DECLARATION:-**

I hereby declare that the information furnished above are true to the best of my knowledge and belief.

DATE:

**DINESH KUMAR VERMA**

PLACE: BHILAI