**CURRICULUM-VITAE**

# **Sumit Verma**

**R.U. - 153, Pitam Pura,**

**Near Power House Vishakha Enclave,**

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**OBJECTIVE: -**

**To become a complete professional by working in healthy atmosphere and to give best result by my hard work for the purpose of the organizational growth and to fulfill my professional ambitions as well.**

**ACADEMIC QUALIFICATIONS: -**

**Graduate, B.A. (pass) 2006 course from Meerut University.**

**WORK EXPERIENCE: -**

1. **I am presently working with Sir Ganga Ram Hospital as a Jr.Executive in HIS Software in (OT Store main) since Sep 2007 for based in Old Rajender Nagar.**

* **Receipt, storage and issue of materials as per FIFO.**
* **Receive materials into the stores after checking them with the contents of the Goods Received Note.**
* **Store the materials in the allotted places.**
* **Maintain proper record of receipt, issue and balance of all items of materials.**
* **Employ location coding and stores coding for easy identification of every item of stores.**
* **Maintain the Stores in a tidy manner.**
* **Protect material from losses due to fire, theft, evaporation, obsolescence etc. .**
* **Issue stores, against proper authorization, in right quantity of right specification, and at the right time.**
* **Ensure that the stock neither exceed the maximum level nor go below the minimum level at any point of time.**
* **Prevent unauthorized persons entering into the stores.**
* **Co-ordinate the work of staff in the stores department.**
* **Periodic comparison of bin card balances with physical quantities in the bins.**
* **Advise management of obsolete and slow moving stocks.**
* **To co-ordinate with Purchase Deptt., Central Stores, Pharmacy, Central Receiving Department regarding procurement of indented material.**

1. **I have worked with M/s. Macawber Beekay Limited (An Indo-British Joint Venture Company) as a Computer Operator in ERP Software in (Spare Department) for period of Aug 2006 to Sep 2007 based in Green Park.**

**Checking the Purchase Orders data with offers.**

**Indenting to Factory.**

**Inter Office Correspondence.**

**Sending letters regarding Order Amendment, way bill, Dispatch Details, Pending Payments etc.**

**Order Entry in ERP Package.**

1. **I have worked in VFS, (U.K. EMBASSY) VISA Application Center as a Computer Operator for period of Jan 2006 to July 2006 based in Nehru Place.**

**VFS is basically visa Application Centre or you can say it an out source of British High Commission. We are used to fill the data of the visa applicant in the soft ware. We are used to scan the passport and photograph of the applicant and then sent it to British High Commision for the approval of visas.**

**PROFESSIONAL QUALIFICATION: -**

1. **Computer Certificate Course from IT CAMPUS which Contents:- MS-Windows98/2000, MS - Word, MS - Excel, MS - Power Point and Internet also.**
2. **Typing Speed 30-35 W.P.M**

**PERSONAL DETAILS:-**

1. **Father’s Name : Late, Shri S.P. Verma**
2. **Date of Birth : 15th Oct 1981.**
3. **Gender : Male**
4. **Languages Known : English, Hindi**
5. **Marital Status : Married**

**Given a opportunity, I shall endeavour to work to the best of satisfaction of the Organization with sincerity and dedication. I hereby declare that I have provide necessary information to the best of my knowledge.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Place:- New Delhi (SUMIT VERMA)**