

# **RESUME**

**ARVIND KUMAR**

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Indra Puram Colony  
Post – Partapur  
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## **Job Goal**

- To accomplish the organizational goals and effectively with sincere and dedicated efforts and to hold a responsible position in a competitive and dynamic environment that would enrich my technical and business skills by the way of working and learning.

## **Current Role and responsibilities -**

- Currently associated with Dayal Seeds Pvt. Ltd. As Plant Lead supervisor, and looking the Processing of Wheat, mustard , Urd, Moong and paddy .
- Manage the seeds which come from the production area.
- According to seeds select the screening and sieve for good quality Seeds Processing.
- Plant visit and seed storage godown visit and check the Proper facility of Storage .
- If there is any pest and insect infection initiation then take the action to control them.
- Maintenance of the Seeds stocks in aspect of Raw arrival, Process and Treated as well packed seeds.
- Check the Physical purity during the Processing in aspect of Seed shining, Others variety and crop seeds ,Weed seeds and inert meters. Which should less then standards.
- Moisture Check during the arrival of seeds from production and after the Processing.
- Seed putting for germination Test , Seedling Evaluation based on first and final count
- Moisture and Physical purity analysis Test with the help of Seed lab Testing department.
- All Type Packing , Dispath loosing & Sales Return , Received material entry in tally.

## **Educational Qualification**

- B.Sc.in Agriculture (2002) from C.C.S. University, Meerut.
- Intermediate passed from U.P. Board year in 1998.
- High School passed from U.P. Board year in 1996.

## **Computer Awareness**

- Auto Cad -2006, 2008, 2010.
- Knowledge of MS-Excel.
- Knowledge of MS-Word.
- Knowledge of Internet.
- Other basic computer
- Tally knowledge.

## **Personal Strength**

- A good deal of Patience and Hope to accept challenges to Win.
- Ability to work independently.
- Good communications & Interpersonal skill, Hardworking, Sincere, Optimistic, Quick learner & Over All a responsible person.

## **Professional Experience**

**Organization:** M/s Nadeem Engineering Works, Plot No. 208, Sec- 3 Shatabdi Nagar Industrial Area Partapur Meerut

(Manufacturer of Line Towers & Towers parts for Electricity department)

**Designation:** Production Supervisor, Dispatch In charge

**Duration:** (Sep.2014 to Oct-2014)

**My Responsibilities:** Plan, Direct and Coordinate the production activities required to produce the vast array of goods manufactured and make sure that production meets output and quality goals & Dispatch goods. & Making Excise Bills & Performa Invoice etc.

**Organization:** M/s Shiam & Sons, Plot No. 520, Achhronda Road, Partapur, Meerut.

(Manufacturer of Line Towers & Tower parts for Telecom industry & Electricity department)

**Designation:** Production Incharge, Dispatch Incharge

**Duration:** (2008 to July 2014)

**My Responsibilities:** Plan, Direct and Coordinate the production activities required to produce the vast array of goods manufactured and make sure that production meets output and quality goals & Dispatch goods. & Making Excise Bills, 57 F Challan & Performa Invoice etc. Bill of Material as per shop Drawing & Requirement of raw material etc.

**Organization:** M/s Idea Cellular Ltd.

(Telecom Industry)

**Designation:** Customer Care Executive

**Duration:** (2003 To 2008)

**My Responsibilities:** Handling Queries of Customers, Preparation of Bills & Vouchers, Bill Payment, Sales of Postpaid & Prepaid Connections and Overall handling Store.

## **Hobbies**

- Watching Hollywood movies
- Bike Riding
- Out-Station Travelling
- Making Friends, net surfing

## **PERSONAL PROFILE**

**Father's Name** : Mr. Satyapal Singh  
**Date of Birth** : Nov 10, 1980  
**Marital Status** : Married  
**Nationality** : Indian  
**Religion** : Hindu  
**Language Known** : Hindi & English.  
**Contact No.** : 8859612354,

**Date: 14-09-2019**

**Place: Meerut**

**(Arvind Kumar)**