

SONU

E-Mail: Sonusk786sk@gmail.com

Personal Details

Father's Name : Sh. RAMESH KUMAR
Date of Birth : 10-12-1994
Languages Known : English (R/W), Hindi (S/R/W) Punjabi(S/R/W)
Sex : Male
Marital status : Single
Contact no. : 9041797870



PERMANENT ADDRESS:

Distt. Siwan, Bihar, India.

CORRESPONDENCE ADDRESS:-

Street No:-11, Sanjay Gandhi Nagar, Jalandhar.

EDUCATION

S.NO.	DESCRIPTION	YEAR	UNIVERSITY	DIV.	PERCENT
01	Matriculation	2010	PSEB	2nd	64%
02	10+2 Higher Secondary (Commerce)	2012	PSEB	1st	66%
03	B.COM	2015	GNDU	2nd	50%
04	MBA	2018	LPU	2nd	55%

Key Skills:

1. 6 Month Training in Typing.
2. Microsoft office EXCEL
3. Internet explorer
4. Microsoft Office word
5. Corel Draw
6. Tally ERP
7. Eureka

Career Objective:

To derive a sense of professional achievement through challenging assignments in my profession. Dedication towards work, zeal for learning and a friendly attitude makes me a good team player. Looking forward to work with an organization, which provides scope for career development and learning.

Experience summary:

Total Experience of 7 years as computer operator, assistant manager, purchasing.

Profile summary:

Assistant Manager.

POSSESING EXTENSIVE EXPERIENCE IN THE VARIOUS FIELDS OF:

1. Planning and Controlling of Manufacturing Process
2. To ensure the efficient and timely production of goods
3. Inventory/Warehouse Management.
4. Production Cost Estimation
5. Preparation and Maintenance of Production Reports

Profile

- **3 years Computer operator, purchasing order,**
- **3 years Assistant manager in Paper converters.** is a Box Manufacturing Company
- **In Victor Forgings, A4 focal point Jalandhar as a Assistant Manager in Packaging department from 12 August 2021 to still working here.**

Job Responsibilities: - Assistant Manager

- Planning, Coordination and Control of Manufacturing Processes.
- Overseeing the Production Process, Drawing up a Production schedule.
- Making sure that Products are produced on time and are of good Quality.
- Estimating costs and setting the Quality Standards.
- Make decisions about Equipment use, Maintenance, Modification and Procurement.
- Working out the Human and Material resources needed.
- Monitoring product standards and implementing quality-control Programs.
- Determine and Implement improvements to the Production Process.
- Working with Managers to implement the Company's policies and goals.
- Ensuring that health and safety guidelines are followed.
- Supervising and motivating a Team of Workers.

Personality Traits

- Learning Attitude
- Adaptability
- Team working ability
- Team Building

(Sonu)