

# ADARSH K. GAUTAM

Job Seekers

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**WWW** Bold Profile



## Websites, Portfolios, Profiles

- Aadi Bdh 30
- [https://www.instagram.com/aadi\\_bdh\\_30](https://www.instagram.com/aadi_bdh_30)

## Skills

MS OFFICE (MS-EXCEL, MS-WORD, MS-POWERPOINT)

Internet Surfing

Outlook

ADCA

CCC

Data Entry

TSS Software (ERP)

## Languages

Hindi

◆◆◆◆◆  
Bilingual or Proficient (C2)

English

◆◆◆◆◆  
Intermediate (B1)

Marathi

◆◆◆◆◆  
Intermediate (B1)

In pursuit of enriching & challenging assignments in Sales, Merchandising & Corporate Strategy with a company of high repute where I can add maximum value. And To Work with a progressive organization that will fully utilize my talent and skills under highly Motivating environment to enhance my potential.

## Work History

Nov 2024 - **DELEVERY.COM**

Current *FIELD SUPERVISOR , Mumbai*

- Reviews orders prior to pick up for accuracy and purchase-by dates.
- Maintained high satisfaction ratings by completing orders quickly and making good selections for customers.
- Memorized store layouts and planograms to fulfill orders using shortest, most efficient route.
- Reviewed customer orders closely to locate desired items and checked app regularly to identify changes.

Feb 2024 - **Billing Executive**

Oct 2024 *SH GLASS TRADER , Mumbai, REAY ROAD*

- I used to prepare Goods tax Invoices and Challan
- Workers in production house used to get the goods ready and send them to the party on urgent basis
- I used to coordinate with vendors through mail and order to vendor for goods purchase
- I used to keep track of workers attendance on excel and register book
- The workers used to distribute the expenses every Saturday and upload them on the excel sheet

- After taking the order for the work of any party after making the Estimate sending it to party and after taking the confirmation, The work had to be done at the production house
- I used to take orders from the production house for making sample and sending them to parties

## ◆ Dec 2022 - Feb 2024 **STORE SUPERVISOR - Raw Material & Store Management**

*UNIQUE SHOES PVT. LTD, Bhiwandi*

- Coordinating with Vendor's regard for new POs, Costing, and providing Consumption
- Making Purchase order for all vendor and coordinated with them to make sure the material should reach in Factory in time
- Making production report and coordinating with production team for dispatch plan
- Contribution of 60 to 70% to purchase of Raw material & FG managing over 60,000 to 70,000 pairs/month
- Sample development, it's costing, pricing and then its assignment to appropriate kitties so that PO's can be raised
- Ensured that the company is in compliance with Labor laws along with a advice of a consultant
- Coordinating with RMs, Factory & DC HODs for any salary related issues and resolving them
- Employee grievance handling and resolving the same
- Updating attendance in the system
- Making stock take plan every month for 14 SAs
- Updating stock take in system
- Follow up with camera person's if it is not working
- To help the team with their work
- Making of Employee code in house TSS Software (ERP) for new joinee
- Used to see all the Purchases of the Factory and make Entries in the TSS Software (ERP)
- I used to see what work was going on the Factory Floor Production and what work was in the in hands of each Workers
- I used to see which Material & Trims would be used for which Article and how much will it Cost in Floor Production of the Factory and used to take out the Material

## ◆ Aug 2022 - Nov 2022 **Assistant Manager - Raw Material Buyer & Merchandiser**

*Catwalk Worldwide Private Limited, Kalher, Thane*

- Company Overview: (Retail - Footwear)
- Providing hand to hand solution to sample team in their daily Rujhan's & kit's and also submit the sample to Management on daily basis
- Sourcing of Raw material from Local market as well as from pan India
- Making Salary sheet and Labor hisab monthly
- Coordinated with SCM (Supply chain Managers) for Pickup and in time deliveries of the goods at our warehouse or Vendor's
- Styles to be taken forward in next season
- Prepared all the reports related to human resources periodically and presented to higher management
- Amending the HR Policy as per instructions given by management and updating the same in the system
- Involved in the selection process of right candidate by providing relevant candidate details through linked in/other professional sites
- Coordinating with banks and open bank accounts of the staff
- Verification of credit card slips of SA Sales
- Coordinating with RMs for bank account opening of store employees in their respective regions
- Updating daily business in system through team viewer
- (Retail - Footwear)

## ◆ Jan 2020 - Dec 2020 **Supervisor**

*S. U. Rugs Pvt. Ltd., Bhadohi, Uttar Pradesh*

- Company Overview: (Carpet Manufacturer)
- As a Quality Chequer in Carpet Industries, call to Vendor and told them and remind them that your item was not correct, payment & welcome call
- Receiving Carpet Material and updating the Invoice for that Material in the System
- Making Salary sheet and Labor hisab monthly
- Updating attendance in the system
- Making Vouchers for giving Advance to Worker's and giving them Cash
- (Carpet Manufacturer)

### Mar 2019 - Junior Clerk

Jan 2020

Bank of Baroda, Bhadohi, Uttar Pradesh

- Company Overview: (Commercial Banking Company)
- I used to Deposit and give Cash to Customers in the Bank
- Maintaining Cash Opening and Closing of Vault in Bank on daily basis
- Used to Deposit cash and Balance
- Opening a new Account of Customers
- (Commercial Banking Company)

### Aug 2017 - Multipurpose work

Feb 2019

Cyber Cafe, Bhadohi, Uttar Pradesh

- Company Overview: (Sahaj Jan Seva Kendra)
- Used to make a new Aadhar card on UIDAI and make correction
- Working to create new Voter ID on Voter's Service Portal and make correction
- Used to make a new PAN Card on NSDL and make correction on E-Filing
- Making a new PASSPORT
- Working to create a new E-shram card, Ration card, PM Kisan Nidhi Yojna Etc
- Used to make a new Income Certificate, Cast Certificate, Resident Certificate and Birth Certificate Etc
- Sending a new Parcel or Tracking a new Parcel Arrival
- Registering a new PF, Checking status and Claiming PF Cash Etc
- Making a new Railway ticket's, Bus tickets, and Air ticket's Etc
- Had to Aadhar Banking and Money Transfer
- The work of making a new License, making correction and renewal had to be done
- Used to Fill the Forms for any Government Job or any scheme on behalf of the Government
- (Sahaj Jan Seva Kendra)

## Educational Qualification

Graduate, Uttar Pradesh Board, 2021, HSC, Uttar Pradesh Board, 2017, SSC, Uttar Pradesh Board, 2015

## Personal Information

- Pan Number: EQQPG0336B
- Aadhar Number: 797259975446
- Date of Birth: 08/28/98

## Education

### Jan 2017 - Graduate

Jan 2021

Uttar Pradesh Board - Uttar Pradesh

### Jan 2016 - HSC

Jan 2017

Uttar Pradesh Board - Uttar Pradesh

### Jan 2014 - SSC

Jan 2015

Uttar Pradesh Board - Uttar Pradesh

### Master Of Commerce: Commerce

Allahabad University - Uttar Pradesh

## Interests

- Playing Cricket
- Singing
- Gym
- Traveling
- Reading Newspapers

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