

SAGAR SINGH

A-131 Gautam puri, Phase-2, Gymkhana colony,
Near All India Institute of Ayurveda, New Delhi -110044
Mob. +91-9958716066
E-mail:- Singh.sagar37@gmail.com

PROFESSIONAL EXPERIENCE:

- ➔ Skilled in all store related routine works, with over 10 years of experience in retail sector.
- ➔ Consistent performer with a strong track record, positive attitude with ability to handle assignments under high pressure.
- ➔ Good capability to manage fully computerized and manual both types of procedures.

Key Roles

- ❖ Analysis of Vendor Performance & Price Variance & Purchase related all responsibilities.
 - ❖ Inventory Management.
 - ❖ Timely Billing of the Procured Material / items.
 - ❖ Physical Stock verification on weekly or monthly basis.
 - ❖ Planning for daily and monthly basis consumables material / items.
 - ❖ Maintaining the Consumable Stock Register.
 - ❖ Internal & Statutory Audit Co-ordination.
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- ▶ Worked with McDonald's as a crew member since 18th June 2003.
 - ▶ Worked with REEBOK IND. A brand managed by H.G Retail solution PVT . LTD as a Asst. Manager one year.
 - ▶ Worked with ROCKPORT as a store manager one year.
 - ▶ Worked with PUMA sports India PVT. LTD A brand managed by (Jaydee Enterprises) as a Store Manager since 18th May' 2013 .
 - ▶ Presently working experience with Delhi GymKhana Club (DGC) as a Data entry, Computer operator or handling Billing process & SMS panel (IT Department).

EDUCATIONAL QUALIFICATION:

- ▶ I have completed B.A. (P) from Sunrise University, Alwar, Rajasthan.
- ▶ Passed class XIITH from N.I.O.S. (Delhi)
- ▶ Passed class XTH from C.B.S.E. (Delhi)

TECHNICAL QUALIFICATION:

- ▶ Have completed One-Year Diploma in computers .

Computer Knowledge:

- ▶ Expert in basic use and fundamental of computers viz. MS Word, MS Excel, MS -PowerPoint with good typing speed and Internet savvy.

Personal Interest:

- ▶ Cooking, Listening to music & Dancing.

PERSONAL DETAILS:

- ▶ Father's Name : Mr. Vijay Singh
- ▶ Date of Birth : 23rd May 1985
- ▶ Marital Status : Single
- ▶ Religion : Hindu
- ▶ Nationality : Indian
- ▶ Languages known : Hindi/English

Date:

Place: New Delhi

(SAGAR SINGH)