

## Premananda Sahu

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## CAREER OBJECTIVE

I am seeking an opportunity in a company where I can use my experience and education to help the company meet and surpass its goals.

## EDUCATION

| Degree/Course                            | Institute/College                             | University/ Board                     | Year of Passing |
|------------------------------------------|-----------------------------------------------|---------------------------------------|-----------------|
| Higher secondary certificate examination | Saraswati Sishu Vidya Mandir, Rama Hari Nagar | Board of secondary education, Odisha  | 2011            |
| Higher secondary education               | Khallikote Junior College                     | Council of Higher Secondary Education | 2014            |
| Bachelor in commerce                     | City Collage                                  | Berhampur University                  | 2019            |

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## EXPERIENCE

JAN 2012 - NOV 2015

### Lakshmi Motors - Hero MotoCorp. (Odisha, INDIA)

#### Storekeeper

- Record the store material receipt and consumption daily.
- Get material requirements in details site on daily basis.
- Classify, store and tag items in the warehouse daily as per shop procedures and items' characteristics, to ensure timely finding and release of products.
- Inspect the quality of the received products looking for damaged or wrong items and report discrepancies to the hierarchy.

Apr-2016 - Oct - 2021

### Om Honda Auto Mobile sector, Berhampur (Odisha)

#### Spare part Executive cum Storekeeper

Possess overall 5 years of Experience in various domains like store in charge and parts inventory controller in Automobile.

- Assists all customers (retail and shop) in selecting required parts in a friendly, professional and efficient manner.
- Answers phone calls, providing price quotes and other information.
- Pulls and fills orders from stock and notifies parts manager of out-of-stock parts or shop materials that need immediate attention and the service advisor and the customer when special ordered parts have been received.
- Locates out-of-stock parts from outside source and submits an emergency order, if necessary.

- Notifies the body shop when all parts have arrived and when they will be delivered.
- Pulls orders for delivery to body shop, making sure all parts are tagged with customer names and job number also follows up on back-ordered parts and Check paperwork, ensure the invoice has been issued.
- Ensures that all customers receive their copy of the invoice. Issues credit for parts returned, ensuring that the original invoice, or its number, is available so that purchase and pricing can be verified. Assists outside sales representatives with their orders. Ensures that all charge sales are signed by the customer.
- Sets up orders for daily shipment, delivery, or pick-up.
- Worked on Honda DMS and **Hirise software**.

**Apr-2022 - Nov-2022**

**Jayashree polymer Pvt Ltd., Pune (Maharashtra)**

**Assistant**  
**Accountant**

- My duties and responsibilities are including sending invoices and account updates clients.
- Receiving, sorting, and tracking incoming payments, addressing and resolving client questions and issues relating to invoices, and providing regular, accurate reports of billing data.
- Answers phone calls, providing price quotes and other information.

## SKILLS

Soft skill - Microsoft office Word, Excel, PowerPoint, Tally prime.11

## STRENGTHS

Quick learner, Self-motive, Work ethic & Punctual

## AREAS OF INTERESTS

Cricket, Football, Dance, Music, Travelling

## PERSONAL DETAILS

|                         |                                              |
|-------------------------|----------------------------------------------|
| <b>Address</b>          | Al Qasimiya<br>Sharjah, United Arab Emirates |
| <b>Passport details</b> | S1100199                                     |
| <b>Visa details</b>     | Visit visa (Valid till April 14 th,2023)     |
| <b>Date of birth</b>    | 07.04.1995                                   |
| <b>Nationality</b>      | Indian                                       |
| <b>Marital status</b>   | Single                                       |
| <b>Language known</b>   | Odia, Hindi, English                         |
| <b>Gender</b>           | Male                                         |

## DECLARATION

I hereby declare that information given above is correct and true.

PREMANANDA SAHU

