

Gaurav Kumar

Nationality: Indian **Date of birth:** 23/10/1996 **Gender:** Male **Phone number:** (+91) 8210178889

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ABOUT ME

To enhance my skills by working in a challenging and competitive environment to the growth and progress of the organization and to put in best efforts to mutual growth.

WORK EXPERIENCE

Store Keeper

Afcons Infrastructure Ltd [11/07/2022 – 12/07/2024]

City: Monrovia | Country: Liberia

Proven leader and effective Store Clerk at Afcons, adept in financial management and fostering strong team collaboration. Achieved significant improvements in customer satisfaction and business growth through strategic planning and operations management. Skilled in staff supervision and performance evaluations, ensuring a positive and productive work environment. - maintenance of computers

- relations with suppliers

- Supervised day-to-day operations to meet performance, quality and service expectations. Improved customer satisfaction by addressing and resolving complaints promptly.

- Developed strong working relationships with staff, fostering a positive work environment. Promoted teamwork within the workplace by encouraging collaboration among staff members on various projects tasks.

- Collaborated with the management team to

- develop strategic plans for business growth and improvement.

- Maintained a clean, safe, and organized store environment to enhance the customer experience.

Store Keeper

Afcons Infrastructure Ltd [05/2017 – 12/2020]

City: Gujarat | Country: India

Store keeper

Archon Power Infra Pvt [01/2021 – 06/2022]

City: Bihar | Country: India

DIGITAL SKILLS

Microsoft Excel / SAP - MM / Microsoft Word / Excellent command of Microsoft Office (Word, Excel, Outlook) / SAP (MM)

EDUCATION AND TRAINING

Bachelor of arts

DDUGU [07/2015 – 06/2018]

City: Gorakhpur | Country: India | Website: www.ddugu.in

10+2

UP BOARD [07/2012 – 06/2014]

City: Sant kabir nagar | Country: India | Website: UP.NIC

10th

Bihar Board [07/2011 – 06/2012]

City: Madhubani | Country: India

LANGUAGE SKILLS

Mother tongue(s): Hindi

Other language(s):

English

LISTENING C1 READING C2 WRITING C2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user