






ALOK UPADHYAY

Ambitious and career focused individual looking for a full time position that offers professional challenges to help build my career and achieve company goals.

CONTACT

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64-A, Aangan Residency, Dindoli, Surat-394210.

SKILLS

Mail	●	●	●	○	○
MS Office	●	●	●	●	○
Proof Reading	●	●	●	●	○
Content Writing	●	●	●	○	○
Digital Marketing	●	●	●	○	○

LANGUAGE

Hindi	●	●	●	●	●
English	●	●	●	●	○
Gujarati	●	●	●	○	○

EDUCATION

2019 - 2022
Prayagraj, Uttar Pradesh

Bachelor of Science
Professor Rajendra Singh University - Prayagraj

2017 - 2019
Bhadohi, Uttar Pradesh

Higher Secondary School
Sevashram Intermediate College – Bhadohi

2016 - 2017
Bhadohi, Uttar Pradesh

Secondary School Certificate
G.I.C. – Bhadohi

EXPERIENCE

Jun 2022 – Present
Surat, Gujarat.

HR Assistant

York Recruitment Healthcare & Technical

- Studied job description and qualification to determine applicant requirements.
- Followed up with leads to explain application process and answered questions to increase interest.
- Emphasized job benefits and perks to applicants to improve organization's attractiveness.
- Provided candidates with information about pay rates, dates and training processes.
- Arranged documents from the candidates and uploaded them to the company portal.
- Participated in team building activities to enhance working relationships.

Jun 2021 – Apr 2022
Surat, Gujarat.

FC Executive

Flipkart Internet Private limited.

- Prepared orders by processing requests, pulled materials from warehouse, packed boxes and prepared shipments.
- Complete daily orders with expert picking and packing of shipments.
- Protected materials for transport by correctly packaging products in boxes and crates.
- Received and followed pick sheets to gather merchandise for customer orders.
- Completed physical inventory counts each month.
- Entered package information into Company's computer system.
- Picked and packed order items.
- Followed orders precisely for correct item size and quantities.
- Kept work areas neat, clean and free from debris.
- Received new stock and input values into computer system.
- Calculated correct order totals, updated accounts and maintained detailed records for inventory managements.