

- **Personal Information**

Full Name: **Sourabh Kumar**

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City of Residence: Kangra Himachal Pradesh

Nationality: Indian

- **Professional Summary/Objective**

Motivated and detail-oriented B.Sc. Agriculture graduate with practical experience in mushroom cultivation, nursery management and international exposure, including 4 months in Dubai and solid experience in data management. Gained professional experience in Sri Lanka's IT sector quickly promoted to managerial roles, and hold a strong understanding of administrative operations. Currently seeking a challenging role that leverages both technical and organizational strengths.

Education

Bachelor of Science in Agriculture (four years program)

CGPA: 7.14/10 (71.4%)

Sukhjinder Institute of Computer Science & Management, Dunera Pathankot (Punjab Technical University)
Batch 2017

Work Experience

Position: **Nursery Assistant**

Satya Flowers and Fruit Plants Nursery, New Maruti Vehicleleads Work Shop, Lubh , District Kangra [HP]

Duration: 01st December 2021 – 02nd December 2022:

Responsibilities

Daily maintenance of flowering and ornamental plants including watering, pruning, weeding and fertilizing

Assisting in propagation through seeds and cuttings

Monitoring plant health and supporting pest and disease control measures

Supporting greenhouse operations and environmental control

Handled customer inquiries and providing plant care advice

Trainee – Ravi Mushroom Factory

Dec 2024 – June 2025

Completed six-month training involving full-cycle mushroom production:

Participated in compost preparation, spawning, and tray filling

Maintained crop conditions (temperature, humidity, hygiene)

Harvested, graded, and packaged mushrooms

Assisted in daily operations and record-keeping

- **Work Experience**

Position: HR Manager - Data Entry Operations

Company: Discover Dreams Private Limited, Colombo, Sri Lanka [Duration:09th February 2024 -16th August 2024]

- **Roles and Responsibilities**

Managed a team of 10+ data entry operators ensuring timely and accurate data processing.

Recruited and trained staff, assigned tasks and evaluated performance.

Processed monthly payroll, maintained attendance records, and ensured timely salary disbursements.
Coordinated directly with visa agents for processing staff work visas and renewals.

- **Work Experience**

Position: Manager - Data Entry Operations

Company: Jalaram Software and Networking Co. (Private) Ltd [Duration: 20th November 2023 – 16th February 2024]

- **Roles and Responsibilities**

Supervised daily operations of the data entry team.

Improved workflow efficiency and maintained client data confidentiality.

Processed monthly payroll, supported HR activities including timesheet review and monthly reports.

- **International Exposure**

Dubai, UAE

Visited Dubai to gain firsthand understanding of the UAE business culture.

Attended walk in interviews, observed workplace environments.

Sri Lanka

Gained hand on experience working with a local IT firm in Colombo (already detailed above).

Internships / Training

Rural Agricultural Work Experience (RAWE)

Duration: [15th March – 14th April 2021]

Details:

Underwent field training in Orchard Management, Plant Protection, and Nursery Raising & Management

Hands-on practice in cultivation of vegetable crops and medicinal plants

Participated in exposure visits to farmers' fields, tissue culture laboratory, and aeroponic potato farming unit

Developed practical understanding of rural farming systems and advanced agri-technologies

One-Month Training in Food Processing

Organized by Sukhjinder Institute of Computer Science & Management, Dunera

Duration: [February 16th - March 15th 2021]

Details:

Practical training in the processing of **Jelly, Pickle, and Jam**

Learned techniques of food preservation, hygiene, and packaging

Gained hands-on experience in small-scale agro-based processing units

Training conducted as part of B.Sc. Agriculture curriculum

Skills

Data Entry & Management

Staff visa & Documentation Coordination(Worked in abroad)

Team Supervision

MS Office (Excel, Word)

Google Workspace

Communication and Documentation

Team Leadership

Fast Typing (40-45 WPM) with High Accuracy

Basic IT Support & Troubleshooting

Languages

English - Fluent

Hindi - Fluent