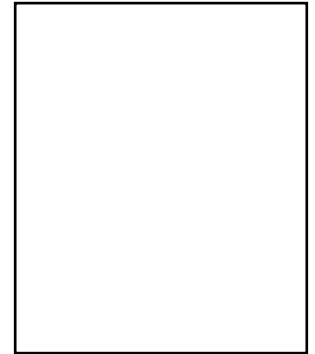


CURRICULUM VITAE

Full Name

Present address

12, Mansatala Row ,
Watgunj,
Kolkata-700023 (W.B)
Mob. No- +91
Email id- @gmail.com



Career Objective: To work hard with full determination and dedication to achieve organizational as well as personal goals .

Academic Qualification:

- 10th Passed from St.Thomas boys school in 2003.
- 12th Passed from St.Thomas boys school in 2005
- Graduation B.A From A.N. Collage in 2008.

Professional Qualification :

- Three months certificate course in AutoCAD from webel informatic limited.
- One year course in Advance diploma in Computer application from New Friends commercial institute in 2006.

Work Experience:

- **Total work Experience- 8 years.**
- **One year one months work with “Global Pipe Company”** as storekeeper in Dammam (KSA) from 10th January 2016 to 31st January 2017.

Job Description:

- Receipt and Issues of materials like PPR pipes and their all types of fittings .
- Stock planning and preparing the purchase requisition.
- Handling of entire store & dispatch function and heading to department.
- Inventory control and maintain min-max stock level and maintaining 0% of breakdown due to unavailability of stocks.
- Receive and inspect all incoming materials and recompile with purchase order; process and distribute documents with purchase order; reports documents and track damages and discrepancies on order received.

- **Two years (1April 2013 to 30 April2015) working experience with “ Al Jomiah Bottling Plant” (Pepsico.) as STOREKEEPER at Riyadh Saudi Arabia.**

Job Description :

- Receiving moving checking and storing in coming goods.
 - Checking and inspecting goods received and insuring they are of accurate quantity, type and also acceptable quality.
 - Packaging and labeling products before they are dispatched.
 - Selecting space for storage and arranging for goods to be placed in the designated areas.
 - Making sure that all inventory processes are completed in the same day.
 - Maintaining and servicing ware house tool machinery.
 - Labelling goods that have arrived at the ware house .
 - Moving and organizing stock .
 - Supervising work of junior staff.
 - Insuring a clean and save work house for staff to work in.
 - Storing stock away safely.
 - Removing hazardous Products from the ware house.
 - Moving items through the warehouse from receipt to dispatch to customers.
 - Assist the auditors during internal audits.
-
- **Two years works with Policy bazaar private limited & Reliance life limited from 17th October 2011 to 25th march 2013 as “Financial Consultant” in Delhi (India).**
-
- **Three years works with Hotel Rajhans from 28th Feb 2008 to 28th Feb 2011 as “Storekeeper” Haryana (India).**

Job Description :

- Assist the supervisor for achieving organizational objectives.
- Responsible for sourcing and ordering stationery and office equipment.
- Responsible for administrative Support and maintain confidentiality.
- Preparing Daily Report, Weekly Report.
- Making computerized stock record ledger and store the materials according the item codes.
- Preparation of daily, weekly and monthly computerized summary report of materials received and consumables.
- Responsible for monthly reports of all stocks and submission of reports of manager .
- Maintain proper drug storage , rack layout.
- Check the order before handing over to the respective person.
- Daily outside purchase (op) statement file.

Personal Information:

- ❖ Name
- ❖ Date of birth:
- ❖ Father's Name
- ❖ Languages known:
- ❖ Strength:
- ❖ Religion
- ❖ Gender
- ❖ Nationality
- ❖ Marital Status:

Passport detail:

- ❖ Passport Number
- ❖ Date of Issue
- ❖ Date of Expiry
- ❖ Place of Issue

Date.....

Place.....

(Name)