

Anoop Singh

ADD.: GANGA RAM KA PURA KRISHNA NAGAR BANMORE DISTT. – MORENA (M.P.)

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CAREER OBJECTIVE

To use my knowledge and skills for the organization to ensure all around growth for the organization, by achieving personal & professional growth in all aspects of life.

EDUCATIONAL QUALIFICATION

Name of Exam	Board/University	Year
High School (10 th)	M.P. BOARD BHOPAL	2018
High Secondary (12 th)	M.P. BOARD BHOPAL	2020
Bachelor in Science	JIWAJI UNIVERSITY GWALIOR	2024

WORK EXPERIENCE

- Junior HR coordinator: 1 Year 6 Months Manpower handling experience for the plastic wine bottle injection operating machines at manufacturing plant and manually create monthly attendance sheet at RS Contractor.
- Purchase Trainee: 1 Month Experience in purchase department at Deft chemicals Private Limited (Malanpur,M.P).
 - Vendor Searching, Vendor Creation , manage supply chain, Generate PO
 - Handling customer Queries and manage stocking raw material.

KEY SKILLS:

Computer: Basic, MS Word ,MS Excel.

- Programming: C, HTML, JavaScript.
- Soft skills: Social Engagement, English Communication, Strong Analytical.
- Manually Attendance Creation.
- ManPower Supplychain and salary disbursement.

HOBBIES

- PLAYING GAMES
- LISTENING MUSIC

PERSONAL DETAILS

Father's Name	Mr. Bheemsen Singh
Mother's Name	Mrs. Anjali Devi
Gender	Male
Marital Status	Single
Nationality	Indian

DECLARATION

I hereby declare that the above- mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above- mentioned particulars.

Date:

PLACE: -

ANOOP SINGH