

KISHAN M PARMAR

Address: Dariyalal Nagar, Kharwa Street Mundra-370421, Kutch, Gujarat.

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Objective

- To become valuable asset for an Organization.
- Seeking a Full time position to establish my self where I can use knowledge and skills to achieve desired goals.

Educational Qualification

- I have completed Bachelor of Arts from Kachchh University in year 2008.

Exam	Board/Uni.	Year of Passing	Class
S.S.C.	GHSEB	March-2003	57%
H.S.C.	GHSEB	March-2005	65.33%
B.A.	Kachchh UNI.	April-2008	54.77%
M.A	Kachchh UNI.	April-2011	49.40%

Working Experience

PRESENT JOB PROFILE:

- I have working with **Saurashtra Fuels (P) Ltd** from 2006 to till date

Job Profile

- I am handling steel Plant Raw material report and weightment Details daily
- I am daily reporting Pig Iron consumption and Production details to Director
- I am handling Pig Iron Dispatch report daily and **Pig Iron** and **Runner Skull** Maintain Stock Register & create Tax invoice
- Daily Dispatch report Export coke
- I am handling Attendance, Leave details and also look PF related works.
- Inward and outward all documents, couriers dispatched related and purchase and transportation bill entry
- Wind Farm (PGVCL) monthly Reporting. And office related Correspondence

PREVIOUS JOB PROFILE:

Experience

- I have worked with **M/s Mundra Port & SEZ Ltd in (Global Integrated P Ltd)** contract Bases

Job Profile

- I have worked as Data Entry operator for 2 months in Container line's import & export

Computer Skills

- I am familiar with basic knowledge of computer like MS-OFFICE, also Computer repairing, Internet, Knowledge of Tally, and Scope English Spoken class

Languages Known

- I can understand and interpret thoughts and ideas with my reading, writing and communication skills In the languages, Hindi, Gujarati, and English

Personal Profile

- Name : Kishan M. Parmar
- Father's Name : Mohan S. Parmar
- Date of Birth : July. 14 1988
- Marital Status : Married
- Religion : Hindu
- Nationality : Indian
- Hobbies : Reading, Listening music & watch and playing indoor & Outdoor Games.

- ❖ I hereby declare that all the details mentioned in my above resume are correct and true to the best of my knowledge and belief.

(KISHAN PARMAR)