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| **SURESH GOSWAMI** |  | **Curriculum Vitae** |  |
| **OBJECTIVE** |  |
| Aiming to be associated with a progressive organization that gives me scope  to apply my knowledge and skills to involve as a part of team that dynamically works towards that growth of the origination.  **ACADEMIC PERFORMANCE**  **B.com**  **TECHNICAL SKILLS**  **Computer knowledge like MS office,ERP**  **JOB PROFILE**  **Ratnamani metals & tubes limited,Chattral – 2years & 6months**  Position – Jr.clerk-Stores  Responsibility –To monitor shift activity  Records maintaining Stock verification Day to day activities  **Alfa Ica (I) Ltd**.,**Sanand - 5years**  Position **–** Stores in charge  Responsibility –To monitor & Records maintaining  Stock audit & verification Day to day activities  Co-ordinate & controlling for consumption Profit & loss monitoring  Vendor qualification & development Co ordinate with purchase department  **Esquire Deco Pvt. Ltd, Karan agar – 1 year**  Position **–** Stores in charge  Responsibility –To monitor & Records maintaining  Stock audit & verification Day to day activities  Co-ordinate & controlling for consumption Profit & loss monitoring  Vendor qualification & development Co ordinate with purchase department | | |
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| **Personal Data : Name :**  **Suresh Goswami Father’s Name : Bipinbhai Goswami D.O.B :** 02- 10- 1972  **Gender :** Male **Nationality :** Indian **Languages Known :** English, Hindi & Gujarati **Permanent Address :**  D/503, Shopan Residency  Nr. Gayatri Temple,  A’bad - Mehsana Exp. Highway ,  Kalol-382721 (Guj) | **CURRENT STATUS**  **Working as Senior Executive in purchase Department in Oswal industries limited, foundry division, Bileshwarpura, Kalol. - From 2005 to till date**  **Achievements**  Monitor & control the foundry consumables by effective follow up with stores as well as concern department heads  New vendor development Systemize the Re order level **STRENGTHS**   * Efficient Team Leader * Excellent in ROL * Effective communication skill * Problem solving ability * Expert in vendor development and qualification   **EXTRA CURRICULAR ACTIVITIES**  **Interested in group activities**  Knowledge of ISO  **DECLARATION**  All the details furnished above are true to the best of my knowledge and belief.  Date : Yours Sincerely  Place : Kalol **Suresh Goswami** |