

ABHINAV SINGH

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A BRIEF SYNOPSIS

I am self-disciplined person. I am punctual also because I like to complete task in a given period of time.

PROFESSIONAL EXPERIENCE

✓ **Company Name:** - Goniteo Enterprise Private Limited formerly known as (Niteo Enterprise)

Role- Sr. Supply Chain Executive in Operation/Supply Chain Department

Period: - Mar 2016 to Present

Responsibilities: - To Create Proforma Invoice for the Clients, solve their Query through email and on Call & maintain Inventory and Delivery Report, coordinate with Suppliers for procurement of Materials, goods and Services. Collect Suppliers Bids, negotiate contract terms and Conditions.

✓ **Company:** - Silver skills Private Limited

Role: - Executive in operation department.

Period: - Dec 2013 to Feb 2016

Responsibilities: - To process IPR & expense report.

✓ **Company Name;** - Eyantra Industries Private Limited

Role: - Executive in Purchase department

Period- June 2013 to Dec 2013

Responsibilities: - To create purchase order on SAP for the clients & to increase the product demand

ACADEMIC CREDENTIALS

COURSE	INSTITUTE	YEAR
MBA (SCM)	L.N Welingkar School of management Diploma and research	2020
B.COM	DDU university Gorakhpur	2010
12TH	U.P. Board	2007
10 TH	U.P. Board	2005

Computer Skill

- Diploma in computer application and CCC

PERSONAL VITAE

Father's Name: Shri. Braj Bihari Singh

Address: Sector 17A Gurgaon, Haryana 122001.

DECLARATION

I hereby declare that the above information rendered by me is true to the best of my knowledge.

Date: _____

Place: _____

(ABHINAV SINGH)