Munna Singh

Village- Sani Bagahi, Post- Bagahi, Email: [mk.singh841406@gmail.com](mailto:mk.singh841406@gmail.com)

Dist- Siwan, Bihar Mob.: +919802927222,9991087870

Pin-841406

**CAREER OBJECTIVE**:

To utilize my skills and knowledge and potential along with devoting myself to my job with keeping in mind the objective of the organization.

**WORK PROFILE:**

* Work with material inward process, Check material and its proper entry in ledger & system.
* Prepare proper documentation like, Like material not received against the indent, Check ledger on day to day basis, Audit the physical balance with the ledger register balance on every month.
* Supervise assist and train store assistant in his day to day work.
* Engineers regarding the availability of materials at site. Check gate pass, weighment slip, issue slip and transfer notes.
* Follow up with supplier and purchased department for timely delivery.
* Coordinate with the site incharge regarding stock required on the regular basis or rejected item lying in stores.
* Preparing daily follow up material status as per instruction by site incharge
* Prepare monthly report of stock.

**TOTAL EXPERIENCE : 7 YEARS.**

**PROFESSIONAL GLIMPSE:**

**Current Company : SEW Infrastructure Ltd.**

Designation : Store Incharge

Duration : April 2015 to Till Date.

Project Details : Railway Doubling project from

Bhimsen to Usargaon ( Kanpur)

**Previous Company : Era Construction Indian Ltd.**

Designation : Store Keeper

Duration : Aug 2011 to March 2015

Project Details : DMRC Project.

**Previous Company : KMC Construction Ltd.**

Designation : Store Executive

Duration : May 2009 to July 2011

Project Details : East-West Corridor NH2 EW

11/BOT/UP (Km 429.00 to 449.00)

Asian Development Project.

**EDUCATION QUALIFICATION:**

* M.B.A. From Maharishi Dayanand University , Rohtak (Haryana).
* B.Sc. in Internet Science From Kurukshetra University Kurukshetra(Haryana).
* HSC ( Commerce ) From West Bengal Board of Council, Kolkata.
* SSC From West Bengal Board of Secondary Eduacation, Kolkata.

SKILLS

Proficient in MS Word and MS Excel,Proficient in accounting software.

**HOBBIES:**

Surfing on Internet, Playing Cricket

**PERSONAL DETAILS:**

Father’ Name : Sh. Surendra Singh

Date of Birth : 9 Dec 1983

Nationality : Indian

Languages Known : Hindi, English, Bengali,Punjabi

**Passport No.: : M-8871523**

Date of Issue : 05.05.2015

Date of Expiry : 04.05.2025

Place of Issue : Patna

**DECLARATION:**

I hereby certify that the statement made above are true, complete and correct to the best of my knowledge and belief.

**Date:** **MUNNA SINGH**

**Place:**