***CURRICULUM VITAE***

***SANDIP KUMAR GOND*** E-mail Id: skgsandipg@gmail.com

Mobile: 91-9716449904

Address-Ahaladpur Fazillnagar Kushinagar

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| Objective |

To constantly upgrade my knowledge and skills and make a difference in whatever I do.

I want to gain professional knowledge by working in a professional environment and want to use all my strengths for the better management of the company.

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| Work Experience |

I have Two Year Experience as Storekeeper in ISKCON Food Relief Foundation.

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| Education Qualifications |

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| **Course** | **Year** | **Board/University** | **Highlights** |
| 10th | 2010 | UP |  |
| 12th | 2012 | UP |  |
| B.A | 2015 | DDU |  |

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| Computer Skill |

Certificate in Basic Computer from VIJAY INSTITUTE Gola bazaar Gorakhpur

Tally ERP 9

MS Excel /Ms Word

Internet

Microsoft Windows XP, 2007 and Vista

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| Job Profile |

1. Stores organization and administration.

2.Maintenance and safe custody of stores.  
3.Maintenance of stock location and bin card.  
4.Cardex system of accounting.  
5.Provisioning of stores.  
6.Receiving, Storing and issuing of stores.  
7.Purchasing and procurement of stores at competitive prices.  
8.Reviewing and checking the complete documents pertaining to stores.  
Stock verification and reconciliation.  
9.Inventory control activities.  
10.Order processing and demand forecasting.  
11.Report preparation.

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| Strengths |

* Be Cool, Patience and Be Positive
* Punctual.
* Self Motivated
* Good communication and Presentation skills.
* Believe in self Work and Study.

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| Personal Details |

Father’s Name - Late Janardan Gond

Date of Birth - January,16 1995

Languages Known - English, Hindi and Bhojpuri

Permanent Address - Village:- Ahaladpur, Tahsil:- Tamkhui,District:- Kushinagar (U.P)

Hobbies - Playing Cricket, Listen to Music, Reading the news paper and

Singing the Song.

Date:

Place:  **(SANDIP KUMAR GOND)**