

CURRICULUM VITAE

Vivek Singh

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Residential Address:- D-222, first floor, Shahpur Jat,
Near Hauz Khas, New Delhi – 110049



Career Objective:-

Targeting a competitive environment where I can able to maximize my skills, knowledge & experience and find the optimum value of my hard work and potential.

Academic Qualification:-

- Passed Secondary School (X) in 2014 from UP Board.
- Passed Senior Secondary School (XII) in 2016 from UP Board.
- Completed BCA in 2019 from Subharti University (Distance Education).

Technical Qualification:-

- Advance Diploma in Software Engineering & Web Development from Alpha I.T. & Management College
- Programming Certificate of COURSE ON COMPUTER CONCEPT (CCC) {Certified By National Institute of Electronics & Information Technology}.

Professional Experience:-

- **Company :-** SSP PACKAGING INDUSTRIES PVT. LTD. (Manufacturer of Filling & Packaging Machines)
Duration:- Sept. 2018 to Till Date
Designation:- Backend cum Store Executive (Stock, Inventory, Item Master & Purchasing)

Work Responsibilities :-

- Operating ERP & Maintain all the data of material available in Factory.
- Maintain FIFO, LIFO, Stock levels and make key decisions about stock control.
- Maintain Minimum, Maximum & Reorder level of materials based on material's Consumption.
- Maintain inventory by implementing purchasing plans and staying in contact with purchaser and vendors.
- Raised Indent & Generate Purchase Order of required materials.
- Update of purchase details & other report formats as per requirement of higher management.
- Material issue to production in time and personally looking in to issues if any.
- Responsible to handle total store assignments.

Key Skills:-

- Knowledge of ERP,
- Stock Management,
- Inventory Management,
- Data Management,
- Team Handling.

Hobbies:-

- Listening Music.
- Reading Newspapers.
- Travelling New Destinations.

Personal Profile:-

Father's Name	:	Mr. Arvind Singh
Date of Birth	:	29 th April 1999
Sex	:	Male
Language Known	:	Hindi, English
Permanent Address	:	Village- Chainpura, Post. - Bahuar, Dist.-Mirzapur (Varanasi) U.P. - 231302
Nationality	:	Indian

Declaration:-

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:-...../2019

Place: New Delhi.

(VIVEK SINGH)