**Address**: Block No.55/657

2nd floor Dindayal Aawas near Shiv Mandir

Kabir Nagar Raipur (C.G.)

**Mobile** : 9131040995, 9200239735

**E- mail** : [cbmishra75@gmail.com](mailto:cbmishra75@gmail.com)

***CAREER OBJECTIVE***

To build a career in an organization for its growth as well as for my growth through my potential, efficiency, knowledge, skills and exposure which i have get during my study.

***SUMMARY OF ACADAMIC EDUCATION***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF EXAM.** | **DURATION** | **NAME OF INSTITUTE** | **YEAR OF PASSING** | **MARKS SECURED** |
| **M.A.** | *2 Year* | Awadhesh Pratap Singh University Rewa (M.P.) | Feb. 2000 | 67 % |
| **B.A.** | *3 Years* | Awadhesh Pratap Singh University Rewa (M.P.) | July. 1998 | 58 % |
| Higher Secondary School **12th** | *1 Year* | M.P. Board Bhopal Rewa (M.P.) | Mar. 1995 | 59 % |
| High School **10th** | *1 Year* | M.P. Board Bhopal Rewa (M.P.) | Sep. 1993 | 57 % |

***PROFESSIONAL COURSE AND EXTRA SKILL***

* **COMPUTER SKILLS**: MS EXCEL, WORD, ERP, Email account and Internet related activity.
* **PGDCA** (With 58 %)

***SUMMARY OF SKILLS AND WORK EXPERIENCE***

**Current Employer** : Vishal builders, Raipur (C.G.)

**Designation** : Store incharge

**Duration**  : March. 2017 to till date

**Job Profile**

* All store activity.

**Employer** : Avinash Developers Pvt. Ltd. Raipur (C.G.)

**Designation** : Store Incharge

**Duration**  : Oct. 2015 to Feb. 2017

**Job Profile** :

* Have worked in Avinash Group magneto Signature Home.
* Interact with the suppliers on a day to day basis.
* Review deliveries against the orders.
* Track the status of any orders.
* Ensure that any invoices are sent to accounts for payment.
* Produce and maintain all reports.
* Having experience to work on Forvision software.
* Daily preparing material issue note for workers/labors.
* Attend site co-ordination meeting for program and progress of work.

**Employer** : Singhania Buildcon Pvt. Ltd., Raipur (C.G)

**Designation** : Store Incharge

**Duration**  : Aug. 2012 to Sep. 2015

**Job Profile** :

* Daily preparing and maintaining of daily progress report (DPR).
* Inspection for work quality checking of project related all activity during and after completion of work.
* Daily preparing material issue note for workers/labors.
* Daily maintain and entry the all types of raw material, which is taking out from client side.
* Attend site co-ordination meeting for program and progress of work.

**Employer** : Herbal House Sales & Marketing Pvt. Ltd., Bhopal (M.P.)

**Designation** : Store incharge

**Duration**  : june. 2005 to July 2012

**Job Profile** :

* Stock maintain
* Store entry & Dispatch

***PERSONAL DETAIL***

**D.O.B**  : 15th January 1978

**Language known** : English, Hindi

**Marital status** :Married

**Permanent Address** : Village & Post Soharwa

Tehsil Teonthar, Dist. Rewa. (M.P.)

Pin code - 486220

***DECLARATION***

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

**DATE**

**CHANDRA BHUSHAN MISHRA**