

RESUME

NAME SUNIL

Permanent Address:

**VILL. BHUDARASU PO,BHAINSA ,
DIS. MATHURA U.P-281005
Mobile No.:-07503444971,8053291016
E-Mail:- Panchals611@gmail.com**

PERSONAL DETAILS:-

Indian, Male, Unmarried.
Date of Birth: Jan. 02, 1996
Languages Known: English, Hindi,
Father's Name: Sh. Ramgopal
Mother's Name: Mrs. Rajvati

CAREER OBJECTIVE:-

To have well rounded skills in development and execution of business plans, financial analysis and financial management as a whole by positive contribution to the organization. I would always prepare me for contributing in the progress of organization. The development of the company would be my prime area of interest. It would help me to create a good impression among my companions. I would use my ideology while working. So, I will come to know the strength of my skills. To realize my potentials in challenging situations and develop my capabilities through this learning process.

PROFESSIONAL / ACADEMIC QUALIFICATIONS

- Passed 10th UP Board in **2013**
- Passed 12th UP Board in **2016**

CURRENT JOB:-

**Company: - Orient Electric Ltd. (A Division of Orient Paper & Industries Ltd.)
Address: - Plot No. 11 Industrial Estate near YMCA
Sector-6 Faridabad (Haryana)-121006**

Designation: Assistant in Store Department

JOB RESPONSIBILITY:-

- Maintain Records of Incoming & Outgoing Materials.
- Daily verify Material Receive from Vender (Physically) As per Challan.
- Daily Stock Verification as per Planning/Production.
- Day to Day Monitoring of Material issue to Production.
- Day to Day Maintain the Material Physically.
- Update Monthly, Quarterly & Yearly Report of Stock Balance in Store.
- Stock Verification Physically

COMPUTER LITERACY:-

- M.S.Office 2007
- (MS-Word, MS-Excel, MS-Power-Point.)

HOBBIES & INTREST:-

- **Playing and Watching Cricket**
- **Internet Surfing**
- **Listening Music**

PROFESSIONAL EXPERIENCE

- **Junior Executive Store**
- **From- 01/09/2014 to current in Orient electric**