

RESUME

MANISH M AKHIJA

16/47 BACK SIDE , SUBHASH NAGAR,

NEW DELHI -110027

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Carrier Object-

To join a progressive Company. So as to sharpen my skill set and contribute to the grown of the organization , further more to serve the core value of the organization through dedicated and sincere efforts ,.

Personal Skills :

Ability to adapt with changing enviourment, ability to handle critical complicated situation ability to deal with people nicely and willingness to learn new skills.

Duty and Responsibility :

Presently working with Frontier Biscuit Factory Pvt Ltd. as an Distribution In charge
(from cot 2002 to 25/08/20018.)

Job Profile :

Receive Material arrange for inspection and accept them after proper verification of documents.

Proper store received notes promptly and circulate the copies to another department.

Store and accepted material of right quantity against authorized stores requisitions.

Issue correct material of right quantities against customer's requisitions.

Enter receipt , issue and return of material and maintain other records.

Issue purchase requisition when recording level reached.

Visit to shopping Zone for balance check with the physical quantities time to time.

Report on waste scrapes slow moving none moving and obsolete item.

Receive and issue finished goods / products for dispatch to the customers.

Maintain store in tidily manner for easy access to any time.

Better communication with our customer respectively about best service , material , payment purchase order, sale order , dispatch timely.

August 2001 to October 2002 worked as my shop of mobile sale and purchase.

Academic Qualification –

Passed High School examination under CBSE Board from Delhi India 1998.

Passed Intermediate Examination under CBSE Board from Delhi India 1996.

Passed Bachelor of Arts under Delhi University Delhi India 2001.

Hobbies –

Interacting with people.

Make my work my passion.

Listening music and watching movies.

Personal Profile –

Father's Name : Late Sh. Ishwar Dutt Makhija.

D. O. B : 24/09/1980

Gender : MALE

Nationality: Indian

Marital Status : Married

Language known: English, Hindi, Punjabi.

Strength : Dedicated to do hard work.

Religion : Hindu

Brief Profile :

I am Manish Machida , I put up at Sub hash Nagar. My educational qualification is B.A from Delhi University. As for as my family back ground is very nice. My father was a government employee and my mother was also government employee. I have a one elder brother. Experienced person has a good hold in stores. Warehousing with all managerial work. Have a good skill of any problem solving in a short time with great communication power , which keep up the company profile at a highest area in the business world. My desire in future , I want to get success in my life.

Declaration :

I hereby declare that the information given above is mentioned true and to the desk of my knowledge and belief.

Date : _____ **Manish Makhija :**

Place : _____

Signature Candidate: