

CURRICULUM VITAE

SANDIP KUMAR GOND

E-mail Id: skgsandipg@gmail.com
Mobile: 91-9716449904
Address-Ahaladpur Fazillnagar Kushinagar

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.

Work Experience

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

Education Qualifications

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

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

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.

Strengths

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

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)