

Munna Singh

Village- Sani Bagahi, Post- Bagahi,
Dist- Siwan, Bihar
Pin-841406

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CAREER OBJECTIVE:

To utilize my skills and knowledge and potential along with devoting myself to my job with keeping in mind the objective of the organization.

WORK PROFILE:

- Work with material inward process, Check material and its proper entry in ledger & system.
- Prepare proper documentation like, Like material not received against the indent, Check ledger on day to day basis, Audit the physical balance with the ledger register balance on every month.
- Supervise assist and train store assistant in his day to day work.
- Engineers regarding the availability of materials at site. Check gate pass, weighment slip, issue slip and transfer notes.
- Follow up with supplier and purchased department for timely delivery.
- Coordinate with the site incharge regarding stock required on the regular basis or rejected item lying in stores.
- Preparing daily follow up material status as per instruction by site incharge
- Prepare monthly report of stock.

TOTAL EXPERIENCE : 7 YEARS.

PROFESSIONAL GLIMPSE:

Current Company : SEW Infrastructure Ltd.

Designation : Store Incharge

Duration : April 2015 to Till Date.

Project Details : Railway Doubling project from
Bhimsen to Usargaon (Kanpur)

Previous Company : Era Construction Indian Ltd.

Designation : Store Keeper

Duration : Aug 2011 to March 2015

Project Details : DMRC Project.

Previous Company : **KMC Construction Ltd.**

Designation : Store Executive

Duration : May 2009 to July 2011

Project Details : East-West Corridor NH2 EW
11/BOT/UP (Km 429.00 to 449.00)
Asian Development Project.

EDUCATION QUALIFICATION:

- M.B.A. From Maharishi Dayanand University , Rohtak (Haryana).
- B.Sc. in Internet Science From Kurukshetra University Kurukshetra(Haryana).
- HSC (Commerce) From West Bengal Board of Council, Kolkata.
- SSC From West Bengal Board of Secondary Education, Kolkata.

SKILLS

Proficient in MS Word and MS Excel, Proficient in accounting software.

HOBBIES:

Surfing on Internet, Playing Cricket

PERSONAL DETAILS:

Father' Name : Sh. Surendra Singh

Date of Birth : 9 Dec 1983

Nationality : Indian

Languages Known : Hindi, English, Bengali, Punjabi

Passport No.: : **M-8871523**

Date of Issue : 05.05.2015

Date of Expiry : 04.05.2025

Place of Issue : Patna

DECLARATION:

I hereby certify that the statement made above are true, complete and correct to the best of my knowledge and belief.

Date:

MUNNA SINGH

Place: