

# RAVI PAL SINGH

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The KishanShakariChini Mill  
HasanpurAmroha 244241

**8057974598**

## Objective

Seeking a challenging carrier in a professional organization with Learning and the growth opportunities and having adequate  
Responsibilitiestoimplementtheknowledgeskillshavingacquired and ultimately growth oforganization.

## Work Experience

### *Purchase Assistant*

Chauhan Motors

JAN2019-PRESENT

## Responsibilities:

- Releasing Purchase orders incase of approved supplier/product or releasing enquiry incase of new supplier/product.
- Follow-up for orders.
- Interact with the suppliers on a day to day basis.
- Track the status of any orders.
- Handling Import purchases and documentation.

## Education

Shri Venkateshwara University  
M.sc (Organic Chemistry) appearing

M.J.P.R University Bareilly  
Bsc(science)2018

S.S.D.Inter College  
XII | 2014

S.S.D.Inter College  
X | 2012

## Key Skills

- Communication
- Corrective and preventative actions
- Document control
- English Typing
- M.s Excel

## Certifications

- CCC

## Languages

- English
- Hindi

## PERSONAL DETAILS

<b>Father's Name</b>	Sri Devendra Singh Pal
<b>Date of Birth</b>	06March1995
<b>Marital Status</b>	Unmarried
<b>Gender</b>	Male

## Declaration

I Hereby declared that the above information is correct and completed to the best of my knowledge.

**Date -**

**RAVI PAL SINGH**