

# RAJAN PANDEY

## STOREKEEPER

SIDHAULI, SITAPUR, UP

+91-9651448411

pandeyrajan795@gmail.com

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### CARRIER OBJECTIVE:

I am a self-motivated, young and enthusiastic to work hard with a purpose in competitive and challenging environment of the corporate sector where I explore my skills & knowledge in order to achieve the organizational and personal goal. I am an organized and detail-oriented storekeeper to manage all of the operations in our storeroom. I play a key role in the proper care and maintenance of our stock, including ordering, receiving, and managing inventory. To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things

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### DUTIES AND RESPONSIBILITIES

- The adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Monitoring the expiry date of the store items and inform accordingly to the immediate supervisor.
- Maintaining necessary records with accuracy of information and should follow always FIFO method of issuing.
- Maintaining inventory of supplies on a monthly basis.
- Enter data into inventory records.
- Maintain a high level of cleanness and hygienic standards in all storage areas.
- Perform related duties and responsibilities as required, but are not limited to the above.

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### WORKING EXPERIENCE

Vidyagyan School, Leadership Academy Of Shivanadar Foundation, HCL Technologies, Sitapur, India as a Store Keeper from 3.5.2014- Till date.

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### EDUCATION

- Pursuing Post Graduation (MA- Poly. Science) from Gandhi degree collage – Kanpur University
- Graduation from Gandhi degree collage – Kanpur University in 2014.
- Intermediate UP Board in 2011.
- High School from UP Board in 2009.

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### ADDITIONAL SKILLS

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- MS Office AND MS Windows operating systems
- TALLY
- Internet

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### PERSONAL PROFILE

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- Father's Name : Sri Narendra Pandey
- Date of Birth : 25.1.1995
- Marital Status : Married
- Languages known : English – Speak, Read and Write  
Hindi – Speak, Read and Write
- Hobbies & Interests : Interacting with the people, Music, Travelling to new places and play cricket.
- Post / Thana : Sidhauri

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

**RAJAN PANDEY**