**CURRICULAM VITAE**

**ANIL PANDEY**

**Contact No : - +91-9818276035, 7011864872**

**Gmail : - anilkp450@gmail.com**

**Objective**

To pursue a challenging term career in the field of Supply Chain Management & Warehouse. I can utilize my skills, innovative ideas & ready to face new challenges.

**My Strengths**

* Friendly, outgoing person adapts easily to various situations.
* Open to learn new skills and willing to work long hours, as required.
* Good communication and interpersonal skills.
* Sets high standards for self and staff.
* Takes pride in providing a high level of service

**Work Experience**

1. Coolwinks Technology PVT LTD. (coolwinks.com) From May 2018 to August 2019.
2. Dhl Supply Chain India PVT LTD. From: September 2019 to October 2020.

**Responsibilities**

* Processing RVP & RTO product for inventory with utmost quality.
* Part of Return process and hand experience of ERP.
* Assist in Warehouse duties
* Issue the necessary documents for goods received and goods delivered
* Maintain warehouse tidiness and cleanliness
* willing to work under tide schedule and expediting delivery orders to outlets
* Documentation and preparation of Report of RVP & RTO  on daily and Monthly  basis.
* Prepare MIS Return shipment details

**Education Qualification**

* Bachelor of Art from D.D.U. University Gorakhpur Uttar Pradesh India 2014.
* Intermediate from J.K.S.S.C.I. Collage Kushinagar Uttar Pradesh India 2010.
* Matriculation from G.A.High School Bihar India 2008.

**Computer Proficiency**

* Advance Diploma in computer Application (ADCA) Lucknow.
* Good knowledge of MS office Internet surfing.
* Knowledge about Excel formula( Vlookup,Hlookup,INDEXMatch,Pivot table, Countif,if Condition,etc.

**Personal details**

**Name**  **:**  Anil Pandey

**Sex** **:**  Male

**Citizen**  **:** Indian

**Religion**  **:**  Hindu

**Marital Status** **:**  Single

**Permanent Address:**  Vill- Neuri, Post- Kateya, Distt- Gopalganj, State – Bihar,

Pin-841437

**Notice period**  : 15 Day

**Language Known**

English & Hindi

**Declaration**

The above mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of my superiors.

Hope that credentials satisfy your requirement and looking forward for further contacts.

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Place: Gurgaon

Date: (Anil Pandey)