

# **CURRICULUM-VITAE**

**SHAIENDRASINGH**

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## **CAREER OBJECTIVE:-**

To seek a challenging and responsible job profile that would utilize and enhance my skills, where I can actively devote my abilities through dedicated hard work and resources of the company to attain higher levels of success and achievements. A self-motivated with an ability to plan and execute.

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**Total Experience: 2 Years**

## **JOB PROFILE:**

Presently working with **Jaytee Alloys & Components Limited at Shahibabad Industrial Area side 4 Ghaziabad, U.P. as a Store Executive & MIS Data Entry in Supply Chain Dep.**  
**Duration: July, 2024 to Till Now.**

**Manufacturing is:-**Alloys and components.

Worked with **East India technology Pvt. Ltd. At Gr. NOIDA, India** as a **Store Executive** in Supply Chain Dep.  
**Duration: 26 Oct. 2022 to May. 2024.**  
East India technology Pvt. Ltd is known for its electronics item and thermacol

**Manufacturing is:-**Electronics item and Thermacol.

## **Role & Responsibilities:-**

- Responsible for Consumable Store items Purchase Like Stationery, Housekeeping, Printing items.
- Material Planning and Scheduling.

## **Professional Qualification**

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- ❖ **Tally erp9 from NIELIT Aamethi U.P. in 2017.**  
(Accounting, inventory management, Bill preparation)
- ❖ **CCC from NIELIT Aamethi U.P. in 2017.**
- ❖ **Three month course of course on computer concept (CCC) from NIELIT (U.P.) in 2017.**  
(MS Office-Advance Excel, word) Internet.
- ❖ **SAP Business One, inventory, MRN, GRN, PO Generate. FIFO, LIFO, purchase request, production planning, material issue.**
- ❖ **MIS and data entry.**

## **Academic Qualification**

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- ❖ **ITI trade electrician in2013.**
- ❖ **Graduation Completed from Dr.R.M.L.U. Faizabad,U.P.in2012.**
- ❖ **12<sup>th</sup> Passed from U.P. Board in2008.**
- ❖ **10<sup>th</sup> PassedfromU.P.Boardin2006.**

## **Personal Strengths:**

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- ❖ **Team Player**
- ❖ **Positive Mental Attitude**
- ❖ **Hard working and Time Constrained**
- ❖ **Punctual**
- ❖ **Always ready for challenges.**

## **Personal Details:**

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Father's Name	:Mr.Pratap Bahadur Singh
Mother's Name	: Smt. Sushila Singh
Date of Birth	: 07-01-1991
Gender	:Male
Status	: Married
Languages Know	: Hindi, and English
Hobby	:Listening to Music
Religion	:Hindu
Permanent add.	: Village-Karnaipur Post.-Karnaipur District- Amethi, U.P.
Salary Expected	: Negotiable

## **Declaration:**

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I hereby declare that the presented information given is correct to the best of knowledge and I shall be responsible for any discrepancy.

**DATE:**

**SHAIENDRASINGH**