|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  ***CURRICULLUM VITAE*****RIKI PRADHAN.**GUWAHATI, ASSAM. C:\Users\user\Desktop\edited.jpg**Address:**C/O Rudra Mani PradhanBirubari, Dharma Sharma Path, House No.91,P.O. Gopinath NagarP.S. Paltan BazarDist: Kamrup (M), AssamPIN: 781 016.**E-Mail:**rina.jaiguru.pradhan989@gmail.com: +918638102546  **Personal Data:**Date of Birth :23/09/1985Sex : MaleCaste : GeneralMarital Status : MarriedNationality : IndianMother tongue : NepaliReligion : HinduHobbies : Playing games, Listening to music.**Family Background:** Father’s Name : Rudra Mani Pradhan.Occupation: RetiredMother’s Name : Rina PradhanOccupation: Housewife.Wife’s Name:Shilpi PradhanOccupation: Housewife.No. of members in the family: FOUR. | CAREER OBJECTIVE: I am seeking a challenging and rewarding job in the field of **Administration** with a Reputed Organization. Jobs involving confidence, high level of energy, excellent interpersonal skills & personality, ability to convince and motivate, positive attitude, analytical frame of mind, attention to detail, good grasping power and willingness to learn.EXPERIENCE DETAILS**Agro Tech Foods Ltd. From 15-March-2021 As an Officer Finance-COGS.**EXPERIENCE DETAILS**M/S. Sadhana Investment & Trading Company Pvt. Ltd. & Welcome Enterprise Pvt. Ltd. C/o. Sadhana Investment & Trading Company Pvt. Ltd.****Taken care of M/s Agrotech Foods Ltd. (Con Agra Brand), Signify Innovation Ltd.(Philips), Glaxo Smith Kline Consumer Health Care Pvt. Ltd.(Horlicks) & Guiltfree Industries Limited(RPSG)** **From 2013 To 2021 As a Warehouse Manager.**TASKS ASSIGNED:1. WARE HOUSE MANAGEMENT.
2. COMMERCIAL BILLINGS ON ORACLE & SAP SOFTWARE SYSTEM.
3. STOCK RECEVING AND STOCK ENTRY ON SYSTEM.
4. PHYSICAL STOCK VERIFICATION
5. FORMING TRUCK AS PER LOADING REQUIREMENT.
6. FOLLOWING UP WITH TRANSPORTERS FOR ON TIME DELVIERY OF CONSIGNMENTS.
7. MAINTAINING CUSTOMERS CREDTI BILLING DATA
8. SENDING DAILY MIS AND LOOKING AFTER OF OVERALL

WARE HOUSE OPERATION MANAGEMENT ETC.1. Store Handling RM/PM & Batch Code Creation in System.

EXPERIENCE DETAILS**BHAGWATI SAI METAL ALLOYS: Worked as a Cashier, Store Manager, Marketing Manager & Purchase Manager with this reputed Aluminum manufacture company from 2008 to 2013.**TASKS ASSIGNED:* Coordination with the Dealers of Aluminum in the entire North East Region and monitoring their daily activities.
* Coordinating and monitoring survey of company’s Store/Godown located at Amingaon, Guwahati
* Checking and upgrading dailies transactions.

 ACADEMIC QUALIFICATION:

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institution** | **Board/University** |
| HSLC (10th) | Shridi Sai Vidya Mandir English Medium HS School | Board of SecondaryEducation -Assam |
| HSC (10+2)th | Shridi Sai Vidya Mandir English Medium HS School | Assam Higher Secondary Education Council |
| Bachelor of Commerce | Guwahati Commerce College | Guwahati University |

SKILLS:* Operating System: Windows XP, Windows 7, Windows 10, Vista.
* Design software: Microsoft Office
* Other Software: ‘EXPERT’ & ‘TALLY’ business accounting software, Oracle.
* Efficient management and organizational skills.
* Good communication and writing skills.
* Open minded and able to work in complex projects and environment.

OTHER ACTIVITIES: Strong learning and organizing skills matched with the ability to manage stress, time and people effectively.LANGUAGES KNOWN:  English, Hindi, Assamese, Bengali & Nepali. PERSONAL STRENGTHS:  Quick Learner, Positive attitude, Hard Working Confident, Good analytical skill and cool person.  Have equal strength to face any failure as well as success. Can work under stress. I hereby declare that the information furnished above is true to  the best of my knowledge & belief.  Place: Guwahati  Date: (RIKI PRADHAN) |
|  |