**ArpitSaxena**

**Cell No.: -+91-9305751302, 9335119664 E-mail: - arpitsaxena04@gmail.com**

**Profile**

A fine communicator with a consultative style and strong negotiation skills; analytical abilities and

need assessment aptitude. en

**WORK EXPERINCE**

**November 2011 to till date**

Working as Store Executive in **J.S .Auto (P) Ltd. Kanpur (U.P).**The Company is (**OEM Based)**manufacturing consistent quality products as three wheeler Vehicle for automotive applications.

**Job Profile:-**

* Responsible for Dispatched all types of Material.
* Responsible to maintain Minimum quantity of BOP & FMP as per require.
* Maintain daily Shortage planning and discuss with Purchase.
* Maintaining to replacement & rejection material.
* Maintaining material according their categories & requirement.
* Maintaining BOM and scheduling as per requirement.
* Making all types of Paper & Documents related Store & ware house.
* Marinating inventory daily basis and keep the material in proper location in FIFO System.
* Entry every vehicle in portal of Company as per sales& delivery Challan.
* Supervision of shortage with store & short out of problems
* Attend meeting with Directors, Production Department & store team for their issues& Quarries for inventory & stock.
* Reconcile inward stock as per yearly & half yearly and Received Inward material &Inward material.
* Letters drafting in Hindi letters of every departments.

**Oct 2006 to Oct 2011**

Worked as assistant Store In charge in **Shree D.M.Electricals (UP-East**) .The Company is Authorised Distributerof Havel’s, Finolex and Anchor.

**Job Profile:-**

* Maintaining Shortage all types of Material.
* Reconcile the material every week & monthly.
* Maintain report of Shortage as per daily basis.
* Maintaining to replacement & rejection material.
* Maintaining minimum material quantity according their categories & requirement.
* Making all types of Paper & Documents.
* Marinating inventory daily basis.
* Entry of dispatch & inward quantity of stock as per sales& delivery Challan& inward Challan.
* Material tracing on daily base as per supply chain system

Attend meeting on Daily bases purchase & Management.

**KEY DELIVERABLES**

* Manage daily financial operations including, but not limited to, processing payments, reconciling bank statements, preparation of cheques, bank drafts, maintenance of petty cash and books of accounts.
* Assist the Project Co-coordinator in preparation of budgets for the project.
* Ensuring proper documentation of programme expenditure, and submission of monthly expenditure reports.
* Ensuring that all procurement and purchase related to the programme conforms to donor guidelines.
* Maintain and regularly update staff attendance records, including leave records.
* Make travel bookings, Transport arrangements and Accommodation arrangements and maintain all office registers as per project guidelines.
* Responsible for all other admin activities related to the project office.

**ACADEMIC**

* MBA (Finance Management) (2015-17).
* B.Sc (Zoology & Botany) (2001-04) from ChatrapatiSahujiMaharaj University Kanpur.
* Intermediate from O.E.F.InterCollege, Kanpur of UP board in year 2000.
* Higher Secondary from SHIVA JI INTER COLLEGE, KANPUR of UPboard in year 1997.

**COMPUTER PROFICIENCY**

* MS office, Power Point, MS Project, Photoshop, Internet etc.
* As Computer Instructor from 2000 to 2008
* Good Command in Tally in Inventory & Stock Management.

**SKILLS**

**Key Skills**

* + Effective Team worker.
  + Possess good inter-personal skills.
  + Meeting the deadlines in stipulated time.
  + Confident in making formal/informal presentations.

**General Skills**

* Excellent work ethic and pleasing personality.
* Ability to work in a fast paced team environment.
* Hard working and open to challenging environment.

**Social Skills**

* A good interacting personality.
* Multi-tasking ability to respond to rapid changes.

**PERSONAL VITAE**

Date of Birth : 26-Jun-1982

Mother’s name : Mrs.RajniSaxena

Father’s Name : Mr.YogendraSaxena

Permanent Address : X-99A EWS D/S, Barra-2,KANPUR-208027

# Marital Status : Yes

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Date:**  **ARPIT SAXENA**