

# Curriculum Vitae

**Permanent Address:**

V.P.O -Bastpur

Distt. Gurgaon

Contact no: 9992865200

**E-mail I.D**

**Sunilchauhan20014@gmail.com**

## **SUNIL CHAUHAN**

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**Objective:** - To work in a reputed organization & gain expertise in executive store & its latest technology.  
Establish myself as an ace professional for some value addition to the organization.

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### **Present Status**

Executive Mpc&store from March 2012 till date in E.R. Auto Pvt. Ltd. Manesar, Gurgaon.

**Company Profile:** - m/s E.R. auto Pvt. Ltd. An Iso/Ts-16949 & iso-14001 certified company is fully integrated Automobiles component manufacturing unit & delivers quality assured products in precision turned, hard & ground auto components, press parts & sub-assemblies.

**Major Customers:** - m/s Hero Honda motors ltd., m/s Munjal Showa, m/s Bajaj motors, m/s Hema engineering, m/s A.G. industries, m/s Honda scooter & motorcycle India ltd ., m/s life long appliances.

**Job Responsibilities:** - job responsibilities include

Receipt of the items, matching & Planning with Top management the items requirement as per the schedule / P.O., preparation of material receipt note, handing over the items & MRN to Q.A., storing & faced audit of ITAF job work With GSTIN of Delivery challan EWAY Bill & issuing the items after clearance from Q.C., preparation of the invoices & dispatch of the items to customers & job work vendors, Reconciliation of Martial like as job work vendor Raw martial supplier Purchasing maintaining. the minimum inventory level & good knowledge of general items & tooling grade or make of cnc troub central less machine good knowledge of Furnace oil gas & lubricants item informing to purchase about the shortages, inventory management good knowledge of a b c items S[stock verification], with valvection healthy exposure to work as per the iso/ts-16949 \* iso-14001 standards

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### **Educational Qualification**

- Matriculation from board of school education , Haryana board, Bhiwani
- Senior secondary from board of school education Haryana board Bhiwani
- Diploma in Computer education

### **Computer Skill**

- work skill in ERP embedded software
- Conversant with operating systems such as windows 98, windows -2000, windows xp
- Proficiency in ms-word, ms-excel ms-power point. DTP (PageMaker, CorelDraw)

### **Personnel Traits**

Having enthusiasm for the job energetic Hardworking with pleasing personality aggressive and positive out look towards accomplishment of job.

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### **Personal Details**

*Name* : Sunil Chauhan

*Date of birth* : 01 January 1988

*Father's name* : Sh. Vijay Singh

*Marital status* : Married

*Nationality* : Indian

*Languages* : Hindi, English,

*Extra curricular activities* : Playing cricket, listening to music.

*Salary drawn* : R.S 18000 per month

*Salary expected* : Negotiable

***Date:***

***Place:***

***(sunil chauhan)***