***COVERING - LETTER WITH CURRICULUM VITAE.***



**RAJEEV SINGH**

JAGRITI NAGAR, MANDUADIH,

VARANASI (U.P) - 221103.

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--------------------------------------------------------------------------------------------------------------------------------***APPLICATION FOR POST. :-***

 ***Store- & Logistics and supply chain Management,, Material Management***

***Dear sir,***

*I hereby would like to give short introduction. Myself,* ***Rajeev Kumar Singh****, presently working with* ***M/s.GlobalAluminium Private Ltd, Kallalkal Medak, secuderabad (A.P.) as a Incharge – Store.***

***I possess total 17 years of experience and independently handled store Department of Larger Organizations.***

The job of an **Assistant Store Manager** is to ensure their store is run smoothly. This can entail many tasks, including customer support, scheduling, payroll, employee training, hiring, and inventory checks. For individuals who enjoy a variety of tasks to complete, an assistant store manager position is perfect!

*Your ad seeking a results- focused Store Incharge caught my eye, as I am a talented retail professional looking to join the team at growing establishment.*

*My outgoing personality and strong multi- tasking ability are an asset to any retail environment, as are my communication and leadership skills.*

*Our outlet has seen a noticeable improvement in profits as a result of my results- oriented customer.*

* ***Generated repeat and increased business through service- focused leadership.***
* ***Lead weekly meetings to inform, train, and motivate store employees.***
* ***Completed administrative duties such as payroll and reporting.***
* ***Merchandised items effectively to increase sales.***

*I hope that you will consider my body of experience in your search for a new store incharge.*

*My attached resume lists my additional qualifications.*

***Please feel free to contact me at your convenience to discuss your needs****.*

***Sincerely.***

 **Rajeev Kumar Singh**

 **Mob. No. + 91- 8218257313**

***CURRICULUM VITAE.***

***Career Objective:-***

*Looking for career that offer innovation, excitement and challenge in this rapidly changing fast paced world. I want to be a part of growing organization that offers me new challenges to face enhancing my technical and managerial skills.*

*To seek better Growth opportunity and a challenging long-term career in the field of maintenance & operation, Quality management and technical support with a reputed organization.*

***Company Profile :-***

*Global Aluminium manufactures premium quality extrusions in different alloys with thickness ranging from 0.4 mm to 125 mm and profile size varying from 4.0 mm to 300 mm. subject to the alloys and other specifications. There are more than 15000 dies for 8000 different profiles.*

*The Organization’s integrated Management System Manual describes its unique and specific conformance to the requirements of ISO 9001 :2015 & 14001 : 2015.*

***Academic Qualification:***

* Matriculation from Central Hindu school, BHU, Hindu School, Kamachha,Varanasi (U.P)
* Intermediate from Central Hindu school, BHU, Hindu School, Kamachha, Varanasi (U.P)
* Diploma in Computer Science (3 Years Regular Courses) completed in 1994 from Datapro Information Technology Varanasi
* Advance Diploma in Material Management(Correspondence course) from ISBM Chandigarh in – 2011.

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| ***Professional Experience :-*** |  |  |  |
| **SR. NO.** | ***Employers Name*** | ***Manufacturing Plant*** | ***Designation*** | ***Period of Employment*** | ***Reason for Leaving*** |
| **1** | ***M/S. Kapoor Industry Ltd. Panipat*** | *Terry Towel* | *Store- in charge* | *Jan- 2006 to Nov- 2012* | *For Explore my Experience* |
| **2** | *M****/S. Chemex Oil P.Ltd,Baddi*** | *Oil Plant* | *Store- in charge* | *Dec- 2012 to April- 2016.* | *For serving my Skills* |
| **3** | ***M/s. Global Aluminium Pvt. Ltd. Secunderabad- Hyderabad*** | ***Aluminium Extrusions*** | ***Store- Incharge*** | ***07 May-2016*** ***to till date*** | ***For Serve to Better Skills*** |
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**Roles and Responsibilities :**

* Successfully working on ERP based management.
* Checking of Inventory report with physical report every month.
* Making IN-Control, GRN & Inventory Control (ERP-Based).
* Reconciliation of material and report every month.
* Managing Store and Purchase.
* Maintain material Inward/Outward registers.
* Received material from vendor as per purchase order.
* Incoming material inspection report.
* Monthly stock statement.
* Monthly physical stock verification report.
* Material issue properly.
* Monthly Fuel & Oil statement.
* Vehicle running statement.
* Material handling and Reconciliation.
* Market survey and collect Quotation from vendor.
* Making comparative statement and send to HOD purchase for approval. Placed Purchase Order to Vendor.

# Personal Detail:-

**Surname :- Singh , First Name :- Rajeev Middle Name :- Kumar**

**Father’s Name :-Shri, Chandrama Prasad Singh**

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| **Date of Birthday** | **11-07-1971** |
| **Passport No.** | **S-5428937** |
| **Place of Issue** | **Lucknow** |
| **Date of Issue** | **28-08-2018** |
| **Pass port Expiration Date** | **27-08-2028** |
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| **Nationality :>** | **Indian** |
| **Religion:>** | **Hindu** |
| **Sex :>** | **Male** |
| **Marital Status:>** | **Married** |
| **Family Status:>** |  |
|  | **Son 15 yrs. & Daughter** **10 yrs.**  |

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| **Mob. No.** | **8218257313,8576053987** |
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| **Emergency No.** | **9453365133** |
| **Skype No.** | **rajeevvns1111** |
| **Email id** | rajivsingh799@gmail.com |
| **Pan Card No.** | **EBGPS9494M** |

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| --- | --- |
| **Languages Known:\_** | **Hindi, English** |
| **Computer Knowledge :-** | **Yes** |
| **Any Experience of foreign country.** | **No** |
| **Years of Experience. India** | **17 Years.** |
| **Aadhar Card No.** | **533695378912** |

**Present Salary : 20,000 INR /- Per Month.**

**Expected Salary : Negotiable**

**Declaration:-**I hereby declare that the information furnished above is true to the best of my knowledge.

**Thanks & Regard’s**

**(Rajeev Kumar Singh)**

**Mob No. +91- 8218257313,8576053987**

**E. MAIL ID :-** rajivsingh799@gmail.com

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