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 **CURRICULAM VITAE**Abhishek Tiwari
Email- abhishekat06@gmail.com
Mobile No- +91- 9559387176

**Carrier Summary -**

More than 2.5 years of work experience in inventory started as Storekeeper and later on good the responsibilities of Store In Charge. Possess good communication skills with a quick responsiveness to learn new technologies and ideas.

**Carrier Objective -**

To be in an organization where I can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those I work for and I would like to rise along with the organization.

**Current Employer - (20Fabruary 2017 to till date)**

Shree Additives ( Pharma & Foods) Pvt. Ltd. an ISO 22000:2005 & company which has taken a giant leap,

**Designation -** Store In Charge

**SHREE ADDITIVES PHARMA & FOOD PVT. LTD.**
Shree Additives is one of the leading manufacturers of food ingredients comprising, food flavours, spice mixes, seasonings, dairy ingredient (like buttermilk masala, fruit preparation, raita masala), chutneys & texture systems Dry Mix etc.

**RECEIVING** -

1. Receives all incoming Raw Material, verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee
2. Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase.
3. Issue Ledger management and control at site.

**MATERIAL ISSUES** -

1. Issues articles upon requisition; may use raw materials tools to cut stock to weight/qnty raw prior to issue.
2. Handles all issuances of raw materials for production to processes & receiving of returned raw materials from production room following proper procedures.

**MATERIAL ORDERINNG** -
1. Writes up purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for raw materials and parts for special jobs.

2. Co-ordinates with Production Department and Purchase team regarding Raw Materials for planned jobs.

**MATERIAL CONTROL** -
1. Prepares form records and obtains necessary signatures for stock issued.
2. Labels items for storage as required; assists in filing receiving reports and requisitions.
3. Maintains the stock area, Godown, and other work areas in a clean and orderly condition.

**Experience -**

**RAGHUVIR EXIM LTD.**Manufacturing - Fabric make bed sheet and pillow covers.
Date - 20th June 2015 to 18th Fab. 2017.
Position Held  - Store Keeper

**Education Qualification** -
10th passed from Allahabad Board (I DIV) Year 2009.
12th passed from Allahabad Board (II DIV) Year 2011.
B.A passed from MGKVP University Varanasi (53%) Year- 2015.

**Additional Qualification -**
 Advance Diploma in computer application.

**Personal Traits** -
Honesty, Sincerity, Time Punctuality

**Computer Skills** -
 MS Word, MS Excel, Internet Explorer etc.

**Personal Profile -**
Name  - Abhishek Tiwari
Fathers Name  - Shri. Dinesh Tiwari
Vill. - Gaurdeeh PO - Chaubepur
Dist.  - Varanasi ( 221104)
State  - Uttar Pradesh
Date of Birth - 13-07-1995
Marital Status  - Un Married.
Language Known  - English, Hindi.
Nationality  - Indian.
Religion - Hindu.

**Declaration -**I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

**Date -**

(ABHISHEK TIWARI)