**CURRICULAM VIATE**

**Anand giri goswami**

**#74A anand vihar baltana Punjab**

**Zirakpur 140604.**

**Mob.09041680754,**

**Email.Anandgoswami281@gmail.com**

**Objective**

**I emphasize on present, for I believe that present is what provides an opportunity to learn and improve. This ability with a strong commitment will help me in achieving my goal of adequacy in life.**

**Professional Experience:**

**Presently Worked with Hotel Best Western Maryland as a Store assistant from October 2016 to till date.**

**Worked with Sushma Buildtech Zirakpur from 2014 april to march 2015. As a Store helper**

### [Responsibility](https://www.dictionary.com/browse/responsibility)

* **­­Daily routine store work**
* **Making monthly report ( stock valuation report& consumption report)**
* **Delivery as same purchase order date following**
* **Preparing the Purchase Order and Goods Received Notes.**
* **Issue regularly slow moving items list to concern departments.**
* **Generate maintain Reports using Reporting Tools.**
* **Monitoring Overall Store Operations of the Store.**
* **Debit from inventory system against FIFO & LIFO as per requirement.**

**Academic Qualifications:**

**10th from G I C CHAUKHUTIA ALMORA.**

**Basic Knowledge of Computer Application. ( All Ms Office )**

**Knowledge of Maya Software.**

**Hobbies:**

**- Listening Music, Playing Cricket.**

**Strengths:**

**Self Confidence, Responsible, Energetic and Believe in team work.**

**Personal Details:**

**Date of Birth             :              10 May 1996**

**Father’s Name          :            Late . sh Prem Giri Goswami**

**Nationality               : Indian**

**Marital Status          : Unmarried**

**Language Known     : Hindi, English & Punjabi**

**Declaration:**

**I hereby declare that information given above in true and correct to the best of my knowledge.**

**Date**: \_\_\_\_\_\_\_\_\_\_\_

**Place:** **\_\_\_\_\_\_\_\_\_\_\_**

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