

## CURRICULUM VITAE



UDAYSINGH

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### **CAREER OBJECTIVE**

**To work in a well reputed organization, which can most effectively utilize my caliber, capabilities and skill and provide me better future prospects.**

### **CAREER CONTOUR**

#### **FEB 2017 TO TILL DATE**

**Working as Store Assistant in Crown plaza new Delhi Rohini**

#### **01 JAN 2020 to till DATE**

**Working as Assistant Procurement-F&B Food & Beverages in.**

**> Campus Students Communities Pvt. Ltd. From V.V.Puram Begaluru**

**Karnataka, India.**

#### **01 JUNE 2021 to till DATE**

**Working as store & Purchase executive & Receiving department Hard**

**Hotal bhp6 boarding & lodging & pyc Club & opp Noor Dhaba Humnabad Dist ,**

**Bidar**

**Karnataka . India**

#### **07 Nov 2021 to till DATE**

**Working as store & purchase executive Hotel Patliputra Nirvana Maharaja  
kameshwar Complex Patna**

- Receiving all goods related to Hotel
- Verify Material by with bill/invoice copy
- Update invoice material in system
- Check expiry and dented product
- Responsible for upkeep of various appropriate records of materials received.
- Monitoring the functioning of store equipment and reporting problems and failures to the manager.
- Ensuring the proper storage of material as well as carrying out physical stock verification and reconciliation.
- Prepare DRR & Material issue report.
- **Stock Inventory, Expiry, Par Stock, Non Moving Slow Moving, Items ReportsEtc.**
- SOFTWARE EZEE OPTIMUS( .Ipos247)
- **Vendor management**
- **Inventory management**
- **Receiving**
- **Issue**
- **Quality**
- **CASH PURCHASE (G.M) APPROVAL REQUIRE )**

**ACADEMIC QUALIFICATION -**

**12TH PASSED from U P Board**

**PERSONAL CURRICULAR**

DOB		01/01/1998
Father's Name		SHIV SINGH
Gender	;	MALE
Marital Status	;	UNMARRIED
Nationality	;	INDIAN
Language known	;	Hindi, Hindi
Permanent Address	:	Village RAJPUT NAGAR KHAGA Fhatehpur U P. Pincode212655

## **DECLARATION**

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I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place : PATNA**

UDAYSINGH

**Date : 5.6.22**