

RESUME

ANAND TRIVEDI

8960210201_anand1992trivedi@gmail.com

CARRER OBJECTIVE:-

To work in creative environment in industry that will allow me to utilize my skills and increase my knowledge so that I could effectively and efficiently contribute towards the goals of the Organization.

EXPERIENCE:-

- 1. Two years** works as an office assistant as account department in SHYAMA & ASSOCIATES, CHARTERED ACCOUNTANTS
Working place:-
Rohini sector 17 New Delhi.
- 2. Three years** work as an stock supervisor in KSC Concrete and Designing Private limited Gurgaon (Haryana).
- 3. Presently** work as an stock incharge in ABCI INFRASTRUCTURE Himachal Pradesh (Paonta saheb)

RESPONSIBILITIES:-

- Forecasting and product planning.
- Inventory management
- Channel partner relationship
- Preparation of Cheque, challan & making and collection of payments.
- To manage and organize new business opportunites for organization.
- To manage clients and customers and solving theirs problems □

SKILLS

- Knowledge of tally ERP 9.0
- MS Office & Excel
- Window 7/8/10

QUALIFICATION:-

COURSE	COLLEGE/ SCHOOL	YEAR	PERCENTAGE
GRADUATE	B.H.U (VARANASI)	2014	65%
12TH	S.H.P.S SCHOOL	2009	59%
10TH	G.I.P.S SCHOOL	2007	66%

PERSONAL DETAILS:-

Father's Name : Mr. Bharat Tiwari
Address : Balaji Calony lanka varanasi uttar pradesh
DOB : 04-02-1992
Nationality : Indian
Linguistic Ability : English & Hindi
Gender : Male
Marital Status : Unmarried

I hereby declare that above mentioned details made by me are True, complete and correct to the best of my knowledge and belief and nothing has been concealed or suppressed

PLACE

ANAND TRIVEDI

DATE:-