

CURRICULUM VITAE

SAMIR CHOWHAN

B.com(Hons)

Present Add:

Krishnanagar

Near School No -16,

Vidi Road, anjar,

Dist:-Kutch370 110

Cell:- 9909614037, 9426513571

Email : Samirchowhan90@gmail.com

➤ Objective:-

To seek a challenging career with an opportunity for learning excellence and continues improvement with growth and individual development.

➤ Working Experience :-

Sr. no.	Company Name	Designation	Duration
1	PRECISE SPARES & SERVICE	Jr. Accountant	1 Year (2013-2014)
2	RAMA CYLINDERS PVT. LTD.	Store Department as a Sr. Asst.	Dec. 2014 to till Date.

➤ Company Profile: -

Rama Cylinders Pvt. Ltd. Is manufacture of High pressure seamless Industrial Gas Cylinders, CNG, CNG Cascade, Accumulator Shells, etc, 01Itr, to 280Itr water Capacities.

➤ Responsibility :-

1. Preparation of Daily report for Raw Materials.
2. Physical Stock Verification i.e. monthly, half years and Yearly
3. Correspondence with other department/vendors related to stores.
4. Statutory requirements related to stores.
5. Verification of GRNs before forwarding it to Accounts department.
6. Follow up with Purchase department for pending material against PO/PR.
7. Maintaining the minimum and maximum stock level for production effective Items.

➤ Stores Assignments:-

- a. Preparation of pending purchase requisition report.
- b. Quantity verification of Inward material as per PO and Party's Delivery Challan.
- c. Preparation of GRN.
- d. Inspection of inward material from related department
- e. Proper placement of materials in stores.
- f. Passing of GRNs from authorized persons.
- g. Preparation of NRGP (Non Returnable Gate Pass) for rejected material.
- h. Forwarding of GRN to Accounts department for payments.
- i. Issue of material against proper authorized Issue Slips by Department Heads.
- j. Preparation of RGP (Returnable Gate Pass) for Replacement Job Works etc.
- k. Proper filing and placing of all documents related to stores.

➤ Educational Qualification

Degree	Institute	Board/ University	Year	Percentage
B.Com	D.M.R.M.V	BARASAT (STATE)	2012	49.62%
H.S.C	MODERN HIGH SCHOOL	W.B.C.H.S.E.	2009	70.40%
S.S.C	KUMAR ASHUTOSH BOYS SCHOOL	W.B.B.S.E	2007	50.50%

➤ Key Skills : -

- Word, Excel, Tally Erp9 etc.

➤ Computer Literacy

- Certificate course in Financial Accounting System
- Working With Tally ERP9
- Knowledge of E-mail & Internet Operating.

➤ Personal Information

❖ NAME	»	Samir Chowhan
❖ FATHER'S NAME	»	Lt. Kishore Chowhan
❖ DATE OF BIRTH	»	20/04/1990
❖ CONTACT NO.	»	9909614037, 9426513571
❖ GENDER	»	MALE
❖ MARITAL STATUS	»	Bachelor
❖ RELIGION	»	Hindu
❖ LANGUAGE KNOWN	»	Hindi, English, Gujarati, Bengali
❖ HOBBIES	»	Football, Cricket, Music

➤ Declaration:-

I solemnly pledge that the above information is true. I will try to the best of my knowledge.

If you give me chance in your organization, I assure that I will perform my duties faithfully honestly and to the entire satisfaction of my respected staff members.

Thanking you,

Samir Chowhan