

RESUME

SACHIN

H.NO.-119,PRITAMPURA,RAI,SONIPAT(HR)-131029

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Career Objective:

To realize my potentials in challenging situations and develop my capabilities through this learning process. I am dedicated and devoted professionally seeking and responsive job and developing capabilities through this process.

Assets:

Self Confidence excellent communication skills, keenness for work, awareness for responsibilities ability work calmly even under pressure and harmony with Colleagues imaginative and enquiring state and mind.

Present Position:

Designation	:	Inwarding & GRN
Department	:	Modren Trade & E-com
Organization	:	Heritage foods limited
Location	:	Rai industries area,Sonipat
Time Period	:	From-01/04/2022

Work Profile:

1. Mentioned daily record activities.
2. Mentioned file records.
3. Mentioned Vehicle records.
4. Submit Month wise Invoices.
5. Mentioned office circular.

Academic Qualification:

- 1- 10th From HARYANA
- 2- 12th From HARYANA
- 3- B.A (Swami Sharddhanand College)

Other Technical Qualification:

- * Basic Computer Knowledge.
- * MIS-Excel, M.S-Office, internet etc.

Hobbies:

- * Listening Music and reading books.
- * Playing Cricket

Declaration:

* If given an opportunity to serve I assure that my performance would be whole hearted dedicated and always to the best of my capacity and in the prestige of the Organization.

Personal Detail:

Date of Birth : 25-12-2000
Father's Name : Mr. Anil kumar
Gender : Male
Marital Status : Married
Nationality : Indian
Language : Hindi & English