**ANUJ GIRI GOSWAMI**

**Add**- D/MIG 68 Patel Nagar Mandideep Dist-Raisen (M.P)

**Email**-goswamianuj136@gmail.com **Phone-no**. 7000379766

# Career Objective

To work as a team member in an organization and obtain a position in a organization that utilizes my current skills and encourages continued growth.

# Educational Details

* Bachelor Of Engineering in **Computer Science** from **VAISHNAVI INSTITUTE OF**

**TECHNOLOGY Bhopal**, with **Score 7.1** (2020).

* Completed 12th Class from Takshshila Vidhya Bhawan School Mandideep with score 60% (2016)
* Completed 10th Class from Takshshila Vidhya Bhawan School Mandideep with score

62.8%.(2014)

# Experience

1. Worked as a Store Manager At Shubham Packers And Printers Pvt. Ltd.

Mandideep(July-2023 To Jan- 2024). Dist-Raisen (M.P) And My Key Responsibilies Is..

* + Maintain records of inventory levels for raw materials.
  + Efficiently place orders for raw materials and supplies to support uninterrupted production.
  + Verifying the quantity and quality of incoming materials and report damages.
  + Effectively allocate storage space and maintain proper labeling and organization.
  + Collaborate with other departments to ensure seamless oprations and participate in production planning meetings to align inventory needs with production schedules.

1. Worked as **MIS CO-ORDINATOR**  at Kshitij Informatics Bhopal (from Sep-2022 To June-2023) and my key role responsibilities is….
   * + Maintaining technician & office staff with relevant details.
     + Invoice Preparation & Submission with relevant Details on time.
     + Follow up with customer for verification.
     + Preparing billing data on monthly basis and share to SM.  CRUD operation perform in Tally.
2. My previous work experience is 1.5 years in poshan aahar sanyantra Govt. of Madhya Pradesh .worked with scada and panel oprating with moonitoring of machine.and maintain the recipe of final product and storage.

# Computer knowledge

Good knowledge of ms word and ms excel.

## My Strength

* Quick Learner.
* Ability to Work Independently and Within a Team.
* Self Motivated and Goal Oriented.
* Flexibility and Adaptable.

## Personal Profile

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| **DOB** | 27-06-1999 |
| **Father’s**  **Name** | Mr. Raghunandan Giri |
| **Hobbies** | Cricket , Traveling |
| **Nationality** | Indian |

## Declaration

I hereby declare that all the information given above is true to the best of my knowledge.

**Date Anuj Giri Goswami**