

RESUME

PAWAN SEN

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OBJECTIVE:

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight new aspect. So that it would be helpful for my career. I consider myself to be a work-oriented person having assets of intellectual knowledge, sociability and a flavor to do work in any atmosphere.

EDUCATIONAL QUALIFICATIONS:

EXAMINATION	UNIVERSITY/BOARD	YEAR OF PASSING	PERCENTAGE (%)
MADHYAMIK	MP BOARD	2017	78.66
12 TH	MP BOARD	2019	66.79
BSc.	GOVT. (AUTONOMOUS) P.G, COLLEGE SATNA	2022	59.94

WORK EXPERIENCE:

SL. NO	COMPANY NAME	DURATION	DESIGNATION
1	GUJRAT CREDO ALUMINA CHEMICALS LTD. (Credo Group)	From Dec, 2021 to June, 2022	Warehouse Supervisor
2	GUJRAT CREDO ALUMINA CHEMICALS LTD. (Credo Group)	June 2022 to Jan 2023	Store Assistant
3	GUJRAT CREDO ALUMINA CHEMICALS LTD. (Credo Group)	Jan 2023 to Till Now	Warehouse Executive

JOB RESPONSIBILITIES:

A] GUJRAT CREDO ALUMINA CHEMICAL LIMITED (Credo Group)

- **Prepare of Commercial Tax Invoicing.**
- **Prepare GRN , Returnable & Non returnable Gate pass.**
- **Prepare DMR**
- **Documentations for DTA/SEZ.**
- **Prepare Invoice E-way bill & VGM PI for filing bill of entry.**
- **Ensure Export & Domestic dispatch happens as per the orders in a timely fashion to support the sales at the stock yard of prime as well as Prime & secondary products.**
- **Maintain inward and outward transactions (Ensure Warehouse Inventory Maintain as per production & follow-up Quality department for certificate of analysis).**
- **Man-Power Handling.**
- **Actively managing subcontractors to ensure that they perform with adherence to their contractual agreements.**
- **Departmental Equipment Handling (Maintained vehicle specifications and oversaw fleet operations based on the category of the product).**
- **Material Handling (Inward & Outward).**
- **Preparation of MIS reports for outbound Logistic, and processing the documentation related to the logistical movements.**
- **Yard & Warehouse Housekeeping as per 5S norms & EHS.**
- **Export container inspection, Container Loading Planning & stuffing.**
- **Co-ordination with Weighbridge, Quality, Safety, Marketing and Production Planning Dept. & CHA for better delivery system.**

PERSONAL DETAILS:

DATE OF BIRTH: 02ND September, 2001

GENDER: Male

NATIONALITY: Indian

LANGUAGES: Hindi, English

FATHER'S NAME: Achchhelal Sen

ADDRESS: VILL -GUDHUWA, P.O.-LAGARGAWAN, PS- UCHHEHRA, DIST- SATNA, PIN CODE- 485001, MP

EMAIL ID: palashghosal1996@gmail.com, palashghosal@rediffmail.com .

HOBBIES: Cricket, Listening Music, Traveling and Internet.

STRENGTH:

1. Good communication skills
2. Positive attitude
3. Achiever
4. Good leadership quality

Declaration:

I do hereby declare that all the information furnished above are true and correct to the best of my knowledge.

PLACE: SATNA