

## Curriculum Vitae

### **Anjani Kumar Singh**

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D5-30 Garden City jitali near 500 quarter Ankleshwar, District: - Bharuch. (Gujarat)

Contact no. [Mob] - +91 8849296179

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Date of Birth: - 27<sup>th</sup> September 1991.

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**CAREER OBJECTIVE:** To achieve a position that will take advantage of my skills and Experience and offer me the opportunity for increasing levels of responsibility and professional growth by hard work.

### **PROFILE: 11.4 year experience in Stores department.**

### **SUMMARY OF QUALIFICATION:**

- M.Com from Veer Bahadur Singh Purvanchal University jaunpur in 2017.
- B.Com from Veer Bahadur Singh Purvanchal University jaunpur in 2014.
- Intermediate from UP Board in 2010.
- ADCA (Advance Diploma of Computer Application) from UPICA Institute in 2011.
- CCA (Certificate Course in Accountancy) from J Net Computer Institute in 2013.

### **SUMMARY OF EXPERIENCE:**

- 1) M/s. Sun Pharmaceuticals Industries Ltd. Ankleshwar since April-13.  
(Under RCS Networking)  
(Metis & ERP System)Stores Operator.
- 2) M/s. Sun Pharmaceuticals Industries Ltd. Ankleshwar since 17 April 2015 to 20 October 2018.  
(Jr. Officer) (Metis & ERP System, LMS, Track wise)
- 3) M/s. Unique chemical (a div. Of JBCPL) panoli since 23 October 2018 to 07 Sep 2019.  
(Office- Store) (SAP, Nichelon)
- 4) M/s. Glenmark Lifescience Ltd. Ankleshwar Since 09 Sep 2019 to till date.  
(Sr. Officer)(SAP and Aspire)

### **Key Result Area: -**

#### **1. Receipt of Raw Material and Packing Material:**

- Handling Store dept. as officer of the department, follow up for Raw Materials with H.O. Mumbai.
- Issue the material as per the requirement of the user department after receiving issue notes from them and update the record for receipt and issue the material from time to time.
- Verify physical stock on consignment basis and provide information / data to your reporting authority. Maintain Stock of Raw Materials in system.
- Preparing monthly statements for inwards of Raw Materials & Packing Material inwards. Stock Statement of Raw Materials & Packing Material and update in system.
- Always in Contact with Production Department for critical Raw Materials.
- Looking after Packing activities & Dispatch activities as per SOP.

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- Involving in all Purchase Activity start from sending inquiries, comparison, negotiation, Releasing Purchase Orders.
- The candidate is required to handle all procurement activities like sourcing of materials, vendor selection, cost negotiation, order finalization and materials follow-up.
- Ensure & maintain cleanliness and good housekeeping at the workplace.
- Working experience with Metis& ERP system.
- Receive material prepare GIM with update GST.

### **2. Issuance of Raw Material and Packing Material:**

- Raw materials and Packing Material issue as per daily production planning Batch to Batch and Operation wise timely issued to co-ordination of production head, production plant head, and Batch planner.
- Ensure Safety and GMP as per SOP and MSDS.
- Training imparted to the down line for Safe handling of Raw Materials.

### **3. Quality Management System:**

- Handling of Change Control (Permanent and temporary) and unplanned Deviation as per SOP in Track wise system.
- Handling of Expire Material as per Sop.
- Check all document as per SOP in warehouse and ensure compliance with Internal QA, & for auditors.

### **4. Learning Management System:**

- Master Training Needs Matrix prepared of Department.
- SOP shall upload in Learning Management System.
- Manual training shall upload in Learning Management System.
- Compliance with internal QA and Auditors.

### **4 Electronic Data Management System:**

- SOP preparation approval, effective and discontinued.
- Print of control formats and reconciliation in EDMS system.

### **Personal Profile**

Name : Anjani Kumar Singh

Father Name : Lt. Shree Indrasen Singh

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Email id : [anjanikumar.singh59213@gmail.com](mailto:anjanikumar.singh59213@gmail.com)

Date of Birth : 27<sup>th</sup> September 1991

## Curriculum Vitae

Gender : Male

Religion : Hindu.

Nationality : Indian

Marital Status : Married.

Language Knows: Hindi, English.

Hobbies : Music & Learning new things.

### **COMPUTER PROFICIENCY:-**

1. Packages: MS Office, Adobe
2. Operating System: M.S. Dos, Windows, Tally (ERP), Aspire and SAP system.

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