**CURRICULUM VITAE**

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| Name:- ANAND KUMAR MISHRA  DOB:  15/02/1990 (30 YEARS)  Address:- H.N-50, ST. NO. 2,  NEAR GYAN VINDYALAYA MAHADEV NAGAR  LUDHIANA-141016  MobileNo. +916284771638  E-mail: [radhe0740@gmail.com](mailto:radhe0740@gmail.com)  **Experience : 8 years 7 months (Supervisor -Packing/Dispatch)** |  | anand pic.jpg |

PROFILE SUMMARY

* Sales Invoice / GST
* Stock reconciliation.
* Logistics.
* MS-Office & ERP
* Communication skill
* Presentation Skill

**Qualification**

High School from U.P. Board In 2006 With 2nd Division

Intermediate from U.P. Board In 2008 With 1st Division

B.B.A. From Dr. RML University Faizabad In 2011 With 1st Division

**COMPUTER SKILL**

* *SAP (SD MODULE)*
* *MS-Office, Word& Internet*
* *CCC*
* *Tally.ERP 9*

PERSONAL COMPETENCIES

* Excellent written and verbal communication.
* Resourceful, well organized, dependable, efficient and detailed oriented.
* Comfortable working in highly technical environment.
* Good reasoning abilities and sound judgment.

**EXPERIENCE’S**

Working as Supervisor in Dispatch Department at **Hero Steels Ltd.** Ludhiana.

**(**Jan 2017 to till date**) - 3 years 7 Months**

**Job Responsibilities:**

Plan and Dispatch material as per dispatch order.

FG Stock monitoring & Stock maintenance.

Check opening FG Stocks as per Reports on daily basis.

Allocating the manpower to move the material.

Ensure 100% on time delivery and comply the customer requirements.

Analysis the aging of stocks & Communicate the management.

Logistics management.

**EXPERIENCE’S**

Working as Supervisor in Packing/Dispatch Department at **Hindustan Tyres Ltd. Ludhiana.**

**(**December 2011 to December 2016**) - 5 years**

**Job Responsibilities:**

Pack all material as per packing standard.

Handle all manpower of packing department.

Manage packing related materials.

Maintain record all packed material.

Dispatch all material as per dispatch schedule

**PERSONAL DETAILS**

Father’s Name : Mr. Swami Dayal Mishra

Gender : Male

Marital Status : Married

**PLACE :** Ludhiana **Anand Kumar Mishra**

Date : 25/08/2020