

RESUME

Mohan Lal Shakya

Address : POST – Adda Pay, Gautam Buddh Nagar, Mahera Fatak, Near Highway Bridge, Tal- Etawah. Pin -206001, Dist- Etawah. Uttar Pradesh .

Mobile Number : 9305045542, 9528937916

E-mail : mohan.shakya0@gmail.com, mlshakya@gmail.com

Career Objective

Secure a responsible career opportunity to fully utilize my **training** and **skills**, while making a significant contribution to the success of the company.

Working Experience :-

Triveni Solvex Limited , Kanpur July-2009 to September-2010 as Store Clerk (1.2 years , Cont Base)

- ** Raw Material receive
- ** Inventory management
- ** P.R. Creation
- ** Gate Pass Record
- ** Book Keeping & Data reconciliation
- ** Updating of Inventories in Stock Register
- ** Verifying the store stock

Stock Holding Corporation of India Ltd, Kanpur since December -2010 to January-2012, Data Entry Operator (1.2 Years , Cont. Base)

Job Profile :

- ** Fill the Demat & Trading A/c form
- ** Data Entry of IPO
- ** Proper keeping of Demat & Trading A/c
- ** Book Keeping & Data reconciliation
- ** Recovery of Demat A/c AMC amount

Chuknoo Securities Ltd, Kanpur since February 2012 to July 2017, Depository Participate (DP Executive) (5.6 Years , Cont. Base)

Job Profile :

- ** Open the Demat & Trading A/c for Client
- ** Data Entry of IPO
- ** Proper keeping of Demat & Trading A/c
- ** KYC & KRA Update in System

PRESENTLY I am working with **RSPL Ltd, Raipur, Chhattisgarh** as a Store Executive Since 15.11.2017 to Till Date All Raw Material & Stores, Purchase related activities (Permanent Base).

Job Profile :

- ** SAP : WORKING MM Module
- ** Create Purchase Requisition / Service Requisition
- ** Create Purchase Order / Service Order
- ** Sub contracting PO / GRN and Stock manage
- ** Create Delivery / reverse / delete other activity
- ** Create Invoice / cancel other activity
- ** Returnable gate pass Process in SAP and manual
- ** Material receive
- ** Material issue
- ** Asset material reverse to Stock in Storage location
- ** Material Transfer Posting
- ** MIS analysis report
- ** Inventory Control
- ** Service entry sheet create
- ** Maintain Code in Plant
- ** New material code create
- ** Material master fill up unit of measuring , material group, maximum / minimum level, profit centre, purchase order text, plant , storage location, valuation category, valuation class, moving price

Qualification :-

- ** S.S.C. Passed examination in year 1999 from U.P. Board, Allahabad
- ** H.S.C. Passed examination in year 2002 from U.P. Board, Allahabad
- ** B.sc. Passed examination in year 2005 from C.S.J.M. University, Kanpur
- ** M.A.(English Literature) Passed examination in year 2009 from C.S.J.M. University, Kanpur
- ** 1 Year Computer Diploma in ACCIP from AITC, Computer Institute, Kanpur.

Total Experience : 14 years 02 months

Notice Period : 30 days

Current location : Raipur(Chattisgarh)

Personal :

Name : Mohan Lal Shakya
Father's name : Mr. Ashok Kumar Shakya
Date of birth : 10.10.1984
Marital status : Married
Hobby : Playing Cricket, Listening soft music.
Languages known : Hindi, English
Nationality : Indian
Present Address : 75, Makdi khera, Near CNG petrol pump, Kanpur Pin – 208002(U.P.)
Permanent Address : POST – Adda Pay,Gautam Buddh Nagar, Mahera Fatak,Near Highway Bridge, Pin -206001,Dist- Etawah. Uttar Pradesh

Declaration :-

I hereby declare that the above information is true to the best of my knowledge and belief.

Date :

Place :

(Mohan Lal Shakya)