

CURRICULUM VITAE

ASHOK KUMAR AGARWAL

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CAREER OBJECTIVE:-

To work in such an environment where handwork intellect imagination achievement and integrity would provide me a wonderful opportunity to work with a team of highly motivated professional and use my similes effectively.

WORK EXPERIENCE:-

- Presently I am working with **Rana Group of Industry** since April 2023.
- Worked with **ALLANA GROUP OF COMPANY**. (Food Processing Unit) as a Senior Manager Stores & Excise from 2008 to March 2023.
- Worked with **BROADWAY OVERSEAS Ltd. (100% EOU** as a Manager Excise/ Store From 2005 to 2008.
- Worked With **M/S MAHAAN FOODS LTD.** as a Manager Store from 1998 to 2005.
- Worked With **M/S JAGDAMBA FOODS LTD** as an Officer Excise from 1997 to 1998.
- Worked with **M/S INDANA GROUP OF INDUSTRIES.** as an Officer Excise / Store from 1985 to 1996.

PROFESSIONAL SKILLS SUMMARY:-

- Supervision of all Routine commercial work like, Raw, Packing & General Store Material Receipts & Issuances.
- Preparing GRN, returnable & non-returnable challans, bills passing.
- Supervising day to day storing of finished goods & dispatching them in coordination with Sales Schedule.
- Coordination with Purchase ,QCD ,Production ,Depo/Godown & Sales Department, liasioning with transporters and arranging trucks for dispatches.
- Planning of Material Purchasing, Indenting, Inventory control, MIS report. ●
Reconciliation of vendors, Branches, H.O and Banks.
- Supervision of all Excise records and liasioning with Custom & Central excise department.
- Supervision of internal /external audit report.

ACADEMIC QUALIFICATION:-

- High school & Intermediate from U.P Board.
- B.Com & M.Com from Meerut University.

KEY ATTRIBUTES:-

- Quick learning that understand the dynamics of the learning process and always implement the new learning in the overall betterment of the job at hand.
- Devoted to my responsibilities.

- Always try to execute my duties to the best of my intellectual capabilities.
- Organized and systematic approach towards work and life in general helps me in orchestrating all activities in a well planned manner.

WHAT I HAVE TO OFFER YOU:

- Honest work approach.
- Co- operative behaviour and leadership excellence.
- High Channel orientation.
- Ability to perform under pressure.

MY STRENGTHS:-

- Sincere & Hardworking ● Good Communication skill.
- Positive attitude.

INTEREST & HOBBIES:-

- Listening Music.
- Reading News Paper.