

CURRICULUM VITAE

MANOJ KUMAR CHOYAL

EMAIL- choyalmk1985@gmail.com

MOBILE NO.-7073528325/7014197206

ADDRESS- 18, New Agarwal Colony, Delwara Road, Beawar-305901 Dist-Ajmer (Rajasthan) INDIA

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expend my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of company.

Seeking a position to begin my career in high-level professional environment to secure employment with a reputable company, where I can utilize my skills and business studies background to maximum.

A highly organized and hard-working individual looking for a responsible position to gain practical experience to make use of my interpersonal skills to achieve goals of a company that focuses satisfaction to All. I search a job in manufacturing industries for the position of Assistant in Stores (commercial deptt.)

JOB EXPERIENCE

ANNAPURNA EXPORTS PVT. LTD. (11TH KM. STONE, VILL.-PIPLAJ, AJMER (RAJASTHAN)

EXPERIANCE- 01 YEAR 2021-2022 (Carpet yarn manufacturing industries)

- Maintain yarn production report day to day of carding system card wise.
- Maintain inventory & stock report like machinery parts, gears used in yarn count for 2ply/3ply/4ply.
- Stock checking physically like washing yarn detergent used like Godraj, WS, Hydrogen peroxide,peragin-10,Baching Oil, Guar gum, Maua oil, sodium BI sulphite high expensive material used in different-different carpet yarn wool.
- Maintain books of records in company personal software like-
- Raw Material Purchase bills
- Scouring, washing (yarn) in like-4gms yarn, 8gms. yarn, 24gms & also count like-60s, 30s, 20s,35s etc.
- Maintain Quality measures like-1C51-8gmsfelted white, NWP-14 4gms, 8612 wool nylon60s 2ply etc.
- Maintain Cost report day wise production in carding section.
- Water used in yarn washing Meter reading maintain day to day in EXCEL FORMET.
- All records maintain Employee Category wise Salary like Card men, Washing men, Ring man, gatemen, Supervisor, Electrician, Fitter, Master, money other Labour payment sheet maintain, PF Generation, ESIC Registrations all files maintain & Withdrawal as per company norms.

QUESS CORP. LIMITED (NO. 3/3/2, Bellandur Gate, Sarjapur Road, BANGLORE-KARNATAKA)

EXPERIENCE (05 YEARS) 2016-2020

I am working as an ASSOCIATE (STAFFING SOLUTIONS) in the QUESS CORP. LIMITED.

Handling records & reports of Employee like attendance records EPF & ESIC registration & filing records employee wise separately.

Prepare Salary Slip of All Workers & also Employee in Company Software as well as Excel also.

Maintaining records in ERP or CRM (Office 365, Google Docs), Microsoft Office applications (Word, Excel, PowerPoint, Outlook and Visio), Adobe PDF, Corel Draw, Image Editors and many others.

SHREE CEMENT LTD (SURATGARH GRINDING PROJECT, DIST-SHRIGANGANAGAR(RAJ.))

EXPERIENCE (03 YEARS) 2014-2016 (A cement manufacturing industries)

Working in store department-

- Handling receipts & issue section manage records Day to Day.
- Loaded & unloaded Goods physically check & verify.
- Check petroleum product like – Diesel, petrol, oils, Greece manage records & reports in respect of flammable oils & check storage tank day to day & maintain all records.
- Physically checked all Goods available in store, to match with records in case shortage of goods/items to verify with available records or item code, If any item received short in case report to store manager.
- To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
- To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- To ensure proper safety measures are taken for the safety of the store building, materials in the store and the men working in the store.
- To ensure that the store is always maintained up to date in all respects in a presentable condition.
- Stock the materials in proper manner in the appropriate location code number wise and category wise.
- Prepare purchase order and submit for signature of manager and send to different suppliers.
- Maintain the store neat and tidy.

VODAFONE ESSER LTD. (TELECOMUNICATION SECTOR)

EXPERIENCE (02 YEARS) 2011-2013 (A Service provider organization/company)

CUSTOMER RELATIONSHIP ASSOCIATE in service Sector Company to handling calls, Emails & massaging solving problems product related issues & selling product to customers with lowest time taken.

I received a well done Job certificate issued by Vodafone ltd.

Well manage my profile without any leave 02 year working with maximum product selling with customer satisfactions.

EDUCATION QUALIFICATION ATTANMENT

10TH from R.B.S.E, Ajmer (Rajasthan)- Year-2001

12TH from R.B.S.E, Ajmer (Rajasthan) – Year -2003

B.COM from M.D.S.UNIVERSITY, Ajmer (Rajasthan) -Year- 2006

PROFESSIONAL QUALIFICATION

M.COM (ACCOUNTS) from M.D.S.UNIVERSITY, Ajmer– Year -2008

COMPUTER SKILLS

- Maintain company records Enterprise resource planning (ERP) or CRM
- Good knowledge of Microsoft Office.
- Tally 7.2, 9.0 ERP from SSI computer education for 3 months Attend computer Training programme (maintain records for shop keepers & company or Small scale firms or LLP firms.
- Computer typing speed 30 wpm. (In English & Hindi Also)

PERSONAL SKILLS

- Accepting challenges
- Team spirit
- Hard working
- Honesty

PERSONAL PROFILE

- Father's Name- KISHNA RAM CHOYAL
- Date of Birth - 20-Aug-1985
- Marital Status – Married
- Language knowledge- Hindi & English
- Nationality – India
- Hobbies – Playing volleyball & listening Music.

DECLARATION

I hereby declare that all the detail mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Place

Signature

Date

MANOJ KUMAR CHOYAL

