

RESUME

GYANENDRA MISHRA

with a reputed organization in the field of Management applying the acquired skills and knowledge to meet the organizational objectives, at the same time gaining expertise in my field.

PERSONALITY TRAITS

- Well grasp of Finance, Marketing and Accounts
 - Positive Attitude, Team player, Adaptable and Dedicated towards work.
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EDUCATION

- Passed **B.com from Magda University Patna (India)**
- Passed senior Secondary Examination in **Commerce stream** from BPC College of **Higher Secondary Education Board, Nepal.**
- Passed Higher Secondary Examination from Holiraj English Boarding school jeetpur, Bara Of **Nepal S.L.C Board.**

COMPUTER LITERACY

- MS OFFICE, E-XCEL, PowerPoint etc.
 - Accounting software.
 - Tally, finact.
 - Good knowledge of Internet.
 - S.A.P
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Legal Documents:

- ▶ Aadhar Card
- ▶ Pan Card
- ▶ Nepal PAN Card
- ▶ Indian Embassy Card
- ▶ Two wheeler Licence

WORK EXPERIENCE

- One and a half year experience as a **Asst. Accountant** in Kansai paints Nepal Pvt. Ltd. (Kansai Nerolac Paints) from F.Y 2070/71 to F.Y 2072/73.

- Two and a half years worked as **Asst. purchase officer** in Jay Bageshwari cements Pvt. Ltd. (Chachan group of Industries) from F.Y 2072/73 to F.Y 2074/75
- Currently working as **Purchase officer** in KNP Japan Pvt Ltd. (Kansai Nerolac Paints) Form 2075.11.15

Strengths:

- Capacity to work under high pressure to meet the dead line constraints.
- Ability to work in all kind of environment.

Job Responsibilities:

- Research Potential Vendors
- Maintain order Details
- Purchasing Raw Materials, Packing Materials, and Stores Goods according to requirements.
- Raising Purchase Orders.
- Tracking orders and ensure timely Delivery.
- Maintaining RM, PM Price for future.
- Maintaining vendor Payment
- Opening LC, DAA, DAP etc.

PERSONAL & CONTACT DETAIL'S

Father's name	: Shree Lalit Mishra
Mother's Name	: Ranjana Devi
Date of Birth	: 2048-07-14 B.S./ 31-10-1991 AD
Permanent address	: Bharpouri, Madhubani, Bihar-847108
Temporary address	: Birgunj, Parsa – Nepal.
Contact Number	: +977-9845286114 & +91-9661197158
Email ID	: gyan86114@gmail.com
Languages Preferred	: English, Hindi, Nepali, Maithili
Religious	: Hindu
Gender	: Male
Marital Status	: Married
Nationality	: Indian

I bearably declare that all statement made in application are true complete and correct to the best of knowledge and belief.

Date

(Gyanendra Mishra)