**CURRICULUM-VITAE**

**KANCHAN GUPTA**

C-140-A, ASHOK VIHAR PH-2,GURGAON

Phone no-9559918644

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**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.

**PROFESSIONAL WORK EXPERIENCE**

COMPANY:-NORTH WESTREN CARING COMPANY

Tenur : NOV 2023-30 JUN2024

DESIGNATION:-Supervisor

**Responsibility-**

For handling the inventory management in store, QR code scanning of all materials, tools and maintaining material information into the system, inward and outward material management , daily stock management, Receiving the material and giving acknowledgement of receipts after proper verification of the materials as per quality, quantity on the basis of purchase order, MIS report.

More than 1 year Experience in ATS Infrastructure Pvt. Ltd. As a customer care executive from feb-2022 to May 2023.

**TRAINING:**

One year apprentice training at BSNL.

**QUALIFICATION:**

Matriculation from u.p. board of education

Senior secondary from u.p board of education.

B. Tech. (ECE) from Institute of Engineering and Technology Dr. R.M.L. Awadh University, Ayodhya

**COMPUTER SKILLS**

Knowledge of computer: MS-office, MS-Excel, MS-power point, MS-word, v-lookup, H lookup, Pivot table etc.

**STRONG FACTOR**

Good strength of working with team, strong ability to work creative and determination.

**PERSONAL DETAIL**

Father’s name: Ram palat gupta

Date of birth: 15 july 1990

Marital status: Unmarried

Nationality: Indian

Sex: Female

I am here by declared that all the above information are true to best of my knowledge and belief.

Date………………………. ( Kanchan ) Place………………………