

# CURRICULUM VITAE

## **Govind Paliwal**

Gujran Gate Sardhana

Meerut

Mobile No: +91-8126604690

Email: [govindpaliwal17@gmail.com](mailto:govindpaliwal17@gmail.com)

### **Job Objective:**

**Seeking challenging positions in, Logistics Management, Warehousing, Administration and Operations with a growth oriented organization of repute.**

### **Present Status:**

ORGANANIZATION : Metro Cash And Carry India Pvt Ltd.  
WORKING PERIOD : Sep 2017 TO Till Date  
DESIGNATION : Asst Team Leader Goods Receiving  
REPORTING TO : Store Manager

### **Current Roles and Responsibilities:**

- Handling the Team of **Receiving**
- Good knowledge of Stock Receiving & Checking with invoice as per our **Purchase Order (PO)**
- To Ensure & Check Invoice before **GRN**
- Updating of various reports on day to day basis
- Ensure Daily Unloading Dock Scheduling as per the Appointments given to Suppliers by us
- Provide the audited support & Motivate the Team to Deliver on the Job
- Provide the audited response on time for internal and external audit queries
- Free Bie from receiving and child item creation to the handing over of the stock to the front end team
- High Value Item was handed over to Management Team

### **ACHIEVEMENTS in Metro**

Awarded Associate of the Month April 2018

Awarded Associate of Month July

### **Academic Qualification**

- High School from U.P.Board in 2012
- Intermediate from U.P.Board in 2014
- BA from CCS University in 2018
- Pursuing MA from CCS University

**OPERATING SYSTEM** :- MS-Dos, 95, Window97, Window NT, Window XP

- MMS, Working in **ERP** (Enter Resource Processing)
- Outlook Express.

**PAKAGES** :- MS-Office-97, 2000, XP (Power point, Excel, Word)  
(Good Command in MS-Excel)

### **Personal Details**

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Father's Name : Mr Virendra Paliwal  
Date of Birth : 05<sup>th</sup> March 1998  
Gender : Male  
Email.id : [govindpaliwal17@gmail.com](mailto:govindpaliwal17@gmail.com)  
Language : Hindi & English  
Marital Status : Unmarried  
Expected Salary : Negotiable

DATE:

PLACE:

(Govind Paliwal)