

# Aneket Sewa

Bachelor of Business Administration

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## EDUCATION

**Bachelor of Business Administration**
Alakh Prakash Goyal Shimla University
08, 2019 - 07, 2022 | CGPA: 6.96

**Class 12th**
Jawahar Navodaya Vidyalaya, North Sikkim, Sikkim
04, 2018 - 03, 2019 | Percentage: 66.6%

**Class 10th**
Jawahar Navodaya Vidyalaya, East Sikkim, Sikkim
04, 2016 - 03, 2017 | Percentage: 70%

## WORK EXPERIENCE

**Inventory Manager**
Balaji Tiles and Marbles
08, 2022 - 10, 2023

**Accomplishments / Tasks**

- Managed inventory and material requirements to ensure timely availability of essential resources.
- Monitored material usage, stock levels, and procurement requirements.
- Coordinated with responsible personnel regarding material procurement and replenishment.
- Assisted in sourcing and arranging labor resources according to project and operational requirements.
- Maintained records of materials, procurement activities, and inventory movements.
- Coordinated with suppliers and internal teams to ensure timely procurement and smooth operations.

## SKILLS

Good Listening | Excellent Problem-Solving skills | Time Management | Adaptability | Leadership | Detail-oriented | Strategic Planning | Teamwork | Logical Thinking | Multi Tasking | Strong Communication

## INTERESTS

Reading Books | Travelling | Listening to music | Meeting New People | Watching Movies | Learning New Skills | Outdoor activity | Playing Cricket

## LANGUAGE PROFICIENCY

**IELTS [Academic]**

**Overall Band: 6.0**

- Listening: 6.5
- Reading: 5.5
- Writing: 6.0
- Speaking: 6.5

## LANGUAGES

**English**
*Full Professional Proficiency*

**Hindi**
*Full Professional Proficiency*

**Nepali**
*Full Professional Proficiency*

**German**
*Limited Working Proficiency*