**RESUME**

**Amol Arun Vadnere**

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# CAREER OBJECTIVE

To obtain a position where my knowledge, objectives, accomplishments and proficiency will allow growth and provide job satisfaction. I want to work in an environment which will give me a chance for self development.

**EDUCATIONAL QUALIFICATION**

**B.Com** : - Graduate in **B.Com** with **Second Class** (56%)

**DEE :** - Diploma in Electrical Eng. With **First Class** (63.60%)

**HSC** :- Board of Nashik with **Second Class** (54%)

**SSC** :- Board of Nashik with **Second Class** (44%)

## ADDITIONAL QUALIFICATION

* Certified Course of **MSCIT (51%).**
* Certified Course of **TALLY 7.2** **(52%)**

**TOTAL YEAR OF WORK EXPERIENCE** **: As a Store & Purchase Officer is 8 Years**

**PROFESSIONAL EXPERIENCE**

**Organization : Capacite Infra Project LTD**

**Project : Oberoi Garden City Goregaon Mumbai**

**Client : Oberoi Realty LTD**

**Project Valve : 830 Cr**

**Location : Goregaon Mumbai Maharashtra**

**Peroid : Nov – 2018 To Till Now**

**Designation** **: Store Keeper**

**Job Responsibilities**  -:

Receipt of incoming goods, Inspection of all receipts    Identification of all materials   
        Materials Handling & Packaging & Labeling Material   
              Make dispatch arrangements  
         plan & coordinate & negotiate with transporters.  
·        Maintenance of Stock Records  
·         Monthly stock statement & quarterly verify with physical stock  
·         Plan, Coordinate, Arrange & Negotiate transportation  
·          Check for damage, Shortage & prepare reports.  
·         Prepare GRN, Rejection memo.  
·        Send other documents to respective departments  
·        Follow up for material with vendors against Purchase order  
·        Arrange local purchase  
·         Ensure good housekeeping  
 Preparing DMR & DPR Report Daily Basis

Site transfer receipt details

Repairing material tracking report updated

Preparing consumption report on daily & Monthly basic

Preparing stock statement report with cost

**Organization : M L Developers Real Estate (Ozone Project) Nasik**

**Duration - : Oct 2012 To Sept 2018**

**Designation** -**:**  **Store &** **Purchase Officer.**

**Job Responsibilities** -:

**Market Knowledge of Vendors Price negotiation against the suitable comparative quotations.**

**Quality payment terms and delivery schedule.**

**Procurement of material as per the job card**

**Creating comparative quotations & finalizing vendor for material**

**procurement.**

**Raising purchase orders against purchase requisitions.**

**Follow up with vendors for material procured and getting the same in the scheduled period.**

**Regular follow up for the status of material till it reaches at site.**

**Checking bills & verifying them as per the order placed.**

**Maintaining the supplier’s quotation records for future reference.**

**MIGO – Goods inward**

**Day to day GRN preparation and clearance to account for payment.**

**Store & DC Monitor Suppliers Performance.**

**Keeping the track on controlling damage & expiry.**

**Day to Day Stock Checking & Bin Card Checking.**

**Daily Update Bin Card.**

**Daily Material Shortage Reporting.**

**Daily Material Follow up.**

**Follows up with vendors & DC for receiving stocks at Store.**

**Material Issue in computer System.**

**Knowledge of Monthly Stock Statement.**

**Knowledge of maintaining stationery & consumable Material.**

**Daily & monthly stock in stationery & consumable material.**

**Confirm issued material to the production line.**

**Vendor reconciliation for scarp material.**

**To handle the inward of stock of materials at the store.**

**Organization : -** **M/S Mahindra Ugine Steel Ltd Ambad Nashik**

**2010To 2011**

**Designation** **: -** **Graduate. Trainee Store Dept**

**Job Profile** **:- To Handling Loading & Unloading Stock Material**

**Prepare the GRN booking purchase @sub –**

**Contracting item**

**Confirm issued material to the production line**

**Updates Daily Storage report**

**Duration : - 1 Year**

**Organization : -**  **M/S Siemens India Ltd Ambad Nashik as 2007to2008**

**Designation** :- **Graduate. Trainee Store Dept**

**Job Profile** **: - To Handling Loading & Unloading Stock Materials**

**Duration :- 1 Year.**

**Roles & Responsibilities :**

Involved managing store and feeding data related to store into PC. In managing store I use to receive goods and make their entry first manually in register then in PC. I also use to issue goods to different department according to their requirement. Issue list was prepared by, different department who required goods from store. And I use to keep that issue memo with me for the record of issued goods from store. I was also involved in placing the order of required goods in the store.

My responsibility was to send venders bills to accounts department. I use to make entry of goods received from different vendors into PC. And some time I use to prepare business letters on computer for the club requirement

**1. Maintain customer services and facilities:**

Main Activities

* Greet customers and provide assistance
* Maintain cleanliness and order in the store

**2. Maintain stock, supplies and inventories:**

Main Activities

* Take inventory
* Order groceries and supplies
* Check received stock against

**3 Strength:**

* Positive Attitude.
* Good Practical Skill.
* Good Communication Skill.
* Ability to maintain good relation

## PERSONAL DETAILS

**Date of Birth** **: - 30-06-1986**

**Gender : -** Male

**Nationality : -** Indian

**Marital Status** **: -** Married

**Languages Known : -** English, Marathi and Hindi.

**I** hereby declare that the above mentioned information is correct up to the

best of my knowledge and I bear responsibility for the correctness of the above

mentioned particulars.

Thanking you.

**Yours Faithfully, Amol A Vadnere.**