

CURRICULUM VITAE

Anubhav Agrawal

Mobile: 8743078402.

EMAIL ID – anubhavagarwal3236@gmail.com

OBJECTIVE: - A challenging growth-oriented position in a professional organization, where my skill and strength can be fully utilized for the company's goals and objectives

EDUCATIONAL / PROFESSIONAL QUALIFICATION: -

- Post Graduate Diploma in Material Management from MITSDE Pune.
- Bachelor of Arts from SMU.
- Intermediate from UP Board.
- High School from UP Board.
- Diploma in Computer Office Applications from MRS Institute Varanasi.

COMPUTER PACKAGES KNOWN: -

- ERP Tally Prime (Currently Working)
- ERP (Arise) (Worked for 1 Years)
- ERP (Farvision) (Worked for 1 Years)
- ERP Nway Software (Worked for 2 Months)
- Tally ERP 9 Software (Worked for 6 months)
- M.S Office Software (Working for 14 Years)
- SAP (T Codes)

TOTAL WORKING EXPERIENCE: - 9 + Years.

WORK EXPERIENCE: -01-

From July 2023 to Currently Working.

K K Construction and Builders. As a Store Officer.

Project: - Residential Project G+8 Floors 3 Towers Construction (EPC Mode) Gorakhpur U.P.

Client: - Rail Land Development Authority (RLDA).

WORK EXPERIENCE: -02-

From July 2022 to June 2023.

ECR Build Tech Pvt Ltd. As a Store in charge.

Project: - Haldiram Snacks Pvt Ltd Construction 10000 SQM Warehouse with Concrete Work Sec- 67 Noida U.P.

Client: - Haldiram Snacks Pvt Ltd.

WORK EXPERIENCE: -03-

From July 2019 to June 2022.

VBB Infra Pvt. Ltd. As a Store in charge.

Project: - Staff Quarters Construction 25000 SQM area. Patratu Jharkhand.

Client: - Rail Vikas Nigam Limited. (RVNL)

WORK EXPERIENCE: -04-

From Dec. 2017 to June 2019.

Evergreen Infra build Pvt Ltd. As a store in charge cum site accountant.

Project: - Allahabad Development Authority G+14 Floor Residential Project construction. Prayagraj U.P.

Client: - Allahabad Development Authority (ADA).

WORK EXPERIENCE: -05-

From July 2014 to Nov 2017.

Sahyog Contractors Pvt Ltd. As a store in charge cum site accountant.

Project: - Rudra Ganges Project G+8 Floors 4 Towers Construction Varanasi U.P.

Client: - Rudra Real Estate Pvt Ltd.

JOB PROFILE: -

- Site Inventory Control Received and Issue and Proper Maintain Stocks.
- Maintain RGP and NRGD Records at site level.
- Raise material indent and coordinate with company vendors for material supply.
- Follow SOP of Procurement and Local purchase & Generate PR and PO according to company rules and proper documentation.
- Find local vendor for supply of raw materials and many other items as per site requirement.
- Checking Bills of goods supplied on site and Preparing for ERP and Doing ERP on daily Basis
- Maintain machine tools and fixed assets records manually and generates monthly average of machines and same sent to HO.
- Verifying and receives new inventory and vendor shipments, followed by stocking the inventory in the Store and completes all necessary system transactions.
- Maintain proper records of rented material like Scaffolding, Shuttering and machineries at site level.
- Complete daily inventory transactions for all products, issue, receive and shifting to other site, to proper maintains ledger.

- Maintained an accurate physical inventory count of all issuable item, which including all repairable machinery on the monthly basis.
- Preparing material stock statement information to the site management MIS Reporting and Head Office level.
- Create and maintain all part of numbers in inventory system, as well as create GRN /MRN and maintain all invoices of materials to Punched and proceed for account dept.
- Preparing Bill Movement Register for smooth bills movements.
- Preparing and maintaining DMR report and same to head Office on daily basis.
- Handling of Site cashbook and site Expenses also prepare daily cashbook and same sent to HO.

KEY STRENGTH: -

- Dedicated to wards works logic and optimistic approach
- ERP implementation with IT department
- Organizing store and material quality
- Problem solving ability
- Flexible and eager to learn new things
- Self- motive like meetings new people, socializing

PERSONAL PROFILE: -

Date of birth : 10th Aug 1996

Father's Name : Anil Kumar

Gender : Male

Marital Status : Single

Nationality : Indian

Religion : Hindu

Hobbies : Watching News, Internet Surfing.

Address : Flat No-B-22, Rajeev Lochan Housing Society, Kachna Road, Raipur Chhattisgarh,

DECLARATION: -

I hereby declare that all the above information is true according to my knowledge and belief.

Date- 21/04/2024

Anubhav Agrawal

Place- Gorakhpur U.P.