

## B. Sankar Satapathy

[Asst. Manager Stores]



☎ +91-9822266209

✉ bhabanisankar.stp@gmail.com

## Personal Information

### Permanent Address:-

At- Dhumat sasan, Ps- Nikirai,  
Dist- Kendrapara, State- Odisha.  
Pin-754214

### Residence Address:-

Gat.no. 279, Nanekarwadi, Pune-  
Nasik highway, Chakan, Pune  
Pin-410501. Maharashtra

Rented with Family.

Name: - B.sankar Satapathy

D.O.B:- 11th January 1992

Blood Group:- B+ve

### Language Known:-

English (Read, Write, Speak)  
Hindi (Read, Write, Speak)  
Odia-MT (Read, Write, Speak)  
Marathi (Read, Speak)

Nationality:- Indian(Hindu-Brahmin)

Father:- Gangadhar satapathy

Profession:- Govt. Service

Mother:- Kavita Satapathy

Profession:- House wife

Spouse:- Jyoti B. Sawant

Profession:- House wife

# RESUME

Stores Asst manager having 8.5 yrs.+ experience Stores (Inward, GRN, FIFO, KANBAN,4(5)A sub contract challan, Scrap, Inventory, ISO documents, MIS, PR, PO generation,),Dispatch(Outward, Invoicing, ASN, E-way bills) MIS and maintaining 5s, FIFO, Safety precautions etc. Possess B.Sc. (Gen) expertise in Advance excel looking to leverage my knowledge and experience into a role as AM/DM stores and dispatch. Willing to work in fast-paced, hi-tech environment requiring skills in scheduling, management

**Objective:-** To strive for the development of the organization through constant innovation and creativity, personal development by being pro-active, updated, excellent by accepting new challenging roles & responsibilities. An extremely talented In Materials-Stores with strong background in building, Planning, Scheduling & Inventory Control, Purchase, dispatch Comprehensive Problem-Solving Abilities, Excellent Presentation and Team leading skills, Ability to Deal with People Diplomatically, and Managing dispatch activities, invoicing, Audit.

**Profile Summary:-** Organized and experienced stores and dispatch, expert in maintaining the flow of goods to ensure accurate merchandise inventory, team management.

## Work Experience:-

### Current organization- Hicool electronic industries.

I am currently working with **Hicool electronic Industries**. From 1st Apr 2022 to till now as Asst manager Stores and dispatch. It is An Indian electronic product manufacturer specialised in the design and production of high quality decorated technical parts, using IMD/IMF and IML technologies by using mostly PC, PCABS, ABS, RM and AC,DC,AXIAL Fans, Motors supplying to PANASONIC,MICROTECH,ATLAS COPCO,TACO, MOTHERSON, GROUPO ANTOLINO, BHTC etc.

### Stores:-

➤ Planning of raw material purchase as per customer tentative schedule as per order management team data. Making Purchase requisition as per planning of RM like (PC, PC-ABS, ABS etc.), BOP items, inks, electronic parts, packaging materials to release PO for supplier as per ABC.

➤ Follow up for all supplier to arrange materials on time as per given scheduled date on PO to avoid any line stoppage issue or safety stock harm issue. Checking all supplier bills with required documents along with tax invoices, GRN signature after checking verify of both GRN copy and invoice details which has done by supervisor / DEO.

➤ Maintaining safety stock, MIN-Max level daily basis and ABC category wise. Material issue to production as per FIFO. Material receipt from supplier as per SOP decided by management. Maintaining ABC wise inventory control along with HML consumptions. Month wise NM materials report to management for data. Controlling Scrap disposal by JV approved PH and MD sir. - Maintaining 5S, FIFO to prevent any issue of shelf life.

Maintaining monthly consumption vs customer requirement, all material consumption sheet, reports for all internal audits, IATF, GSV, IMS etc. Inventory control, Location, safety,

➤ Day to day bill submission to account department for booking bills. Maintaining all documents like, Job work reconciliation, Issue receipt, all audit documents, training records for workers and juniors.

### Dispatch:-

➤ As per customer daily requirement, Vehicle load to be done after receiving packing list, box qty along with goods qty. Verify tax invoice (prepared by DEO) for PO, rate, address etc. Then it will dispatch with PDIR. It's for domestically dispatch. - As per customer requirement, we will get data of dispatch details like PO no, material details, Country of origin etc. Then we will get data like container details (40ft, 20ft, GP container, seal no, container no, trailer no.) from EXIM team 1/2days before. After 7-point insp. by quality container will load as per packing list in presence of QA, security person. Vehicle will leave with invoice.

## Key Skills.

- 2- Material requirement Planning
- 3- Store Maintenance
- 4- Stores planning(Inward, Outward.
- 5- 57f4 challan, RGP, DC,
- 6- Material Issue, Receipt, Daily MIS.
- 7- GRN,Invoicing,ASN, Ewaybill,
- 8- Monthly inventory, Scrap disposal.
- 9- 5s, FIFO
- 10- Team work, Team Management, Manpower handling,

## Educational Qualification.

- 1- 2013 from Birupa College under (Utkal University), Indupur
- 2- 12th with 50.1% in 2010 from V.H Mahavidyalaya, Kendrapara
- 3- 10th with 47.6% in 2007 from BSE, Odisha

## Extra Qualification.

- 2- CCHP
- 3- ERP exp above 8yrs
- 4- SAP exp 1yr
- 5- Advanced excel (Pivot,Vlookup)

➤ Daily stock check of FG which has given by production/Final insp. Both will compare in ERP. Daily stock update to PPC and management for stock

### Previous organization- Dream plast India pvt Ltd.

I was working with **Dream plast India Pvt Ltd** (IMC TOY MAKER) From 26th August 2019 to Till 31th March 2022 as. Store Executive. (2years 7 months). Based in Pune in India under Sunino group, the company is equipped with injection plastic moulding machines of 110 to 1200 tons, pad printing and manual assembly lines. The company specializes in the production of promotional items for the confectionery market, Toy packaging, tops, sport articles and childcare products for Customer (IMC TOYS) in different location Spain, USA, Hong-Kong, Portuguese, Germany, Etc.)

➤ Planning of raw material as per PPC sheet. Generating Purchase indent to make purchase order with delivery date. taking follow up from supplier for materials

➤ Stores inward. Making GRN, Bill passing to account for payment to supplier.

Material stacking at proper location, Material issue to prod. Team as per slip (Both ERP/Physical).

➤ FIFO maintains. Daily stock sheet maintain. Monthly inventory.

➤ Import Materials Report fill up - Daily basis MRN submission to A/c dept. for further process.

➤ Maintaining the stock of material without any variance by conducting stock verification and documentation. Checking Pending PR, PO, Supplier balance PO qty against current PO.

➤ Monthly inventory, Maintains 5s. 12Manpower team handling.

#### Dispatch:-

Control Dispatch Plan for Local & Export (IMC TOYS) - Schedule from Marketing for PO vs Goods verification with total received pallets received from WIP depart - As per Exim depart Document Container verification (Container No, Vehicle no, Seal from both side, Destination, Permit paper, Licensee,) - Inform to Security for checking purpose, Same to QA for 7 point Verification of Container for condition as per customer req. - Generate Dispatch Slip as per daily shipment report like, Destination, PO, Serial No Etc. as per Form req by customer for proof, - Pallet count in presence of Security person for count purpose, And Barcode, Po No Parts no Verification in presence of QA member - Container 7 point Follow for Dispatch Export. - Container checking as per arrangement by Exim Team - Manpower Monitoring to maintain Smooth process -Label On Boxes as per Invoice, Re label, If necessary, any changes after approval from QA department.

### Previous organization- UGC supply chain solution pvt Ltd

Working with **UGC SUPPLY CHAIN SOLUTION PVT LTD** (Diesel Engine Pipe (Fuel Pipe,Delivery Tube,Lub Oil Sub Assly)), From Mar 2016 to August 2019 (3 Year 06 months) as .Store Supervisor & Dispatch. UGC Supply Chain Solutions Pvt. Ltd was formed in 1999 to provide complete Third Party Techno- Logistics services to the manufacturing industries. That Manufacturer Various Type Of High Quality Automotive Component For Its Esteemed Clientele (KOEL, Tata Motors Ltd, Greaves Cotton, SANY India ,Godreg Etc.)

## Training and Achievement.

1- Operation excellence

- a) SIPOC
- b) DOWNTIME
- c) CTQ
- d) VOC
- e) DICE
- f) Lean manufacturing
- g) Kaizen
- h) Six Sigma
- i) Kanban
- j) 5-S System

## NEW DEVELOPMENT

To look for new developments

to improve the performance of Department. 5S

Implementations Activity.

Always implement kaizens .

## STRENGTH

communication skill Hard working and dedicated towards work. Doing things right, on time, every time. Quick learner. Organizing and Planning Critical Thinking& Decision-Making Time, Team & People Management Aware About ISO Documentation.

## Stores & Inventory Management :

Overall control on Inward and outwards Materials. Verification of quantity of materials and spares received at stores with delivery challan and PO. Verification of documents received along with the consignment. Arrange inspection of materials and spares by the inventor/Quality assurance dept.

Unloading and stacking of materials and spares at proper locations with material identification tags. Documentation of inward materials like Material receipt notes for accepted materials. Documentation of Rejected materials and other outward items.

Maintaining the stock of material without any variance by conducting stock verification and documentation; Receipts, Issues, monitoring the inventory of the raw materials. Dispose of scrap and return the rejected material to suppliers & moving the raw material from the place of storage to the place of manufacture.

Implementing usage of best inventory procedures to improve storage conditions and preparing all types of Store related documents such as GE, GRN, Rejection, INV. Proper Inspection and Stocking of Materials. Ensure proper stocking materials and spares for safety and easy identification by providing location codes. - Spares inventory Management. Fixing of Minimum. Maximum and reorder levels for Spares for proper inventory control and to avoid stock out situations.

Monthly Reconciliation of Major Materials and Verification of Physical stock with book stock to avoid variations. Overall control on Materials issue and consumption. Disposal Scrap on weekly basis. - Reconciliation of materials on monthly basis with Sub contractor. - Prepare Assets Physical verification report and sent to MD SIR quarterly basis.

BPR UPDATES FOR DISPATCH, Bill verification (make, model, rate,), Make MRN, DMIR, Debit note, ledger writing, contractor material record (issued & received).

### Declaration:

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Bhabani Sankar Satapathy