



DHIRAJ KUMAR SINGH

Asst. Manager Store

 **Banihal, Jammu & Kashmir (India)**



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OBJECTIVE

To prove myself dedicated, worthy and energetic in a progressive organization that gives me scope to apply my knowledge and skills and be a member of them that dynamically works towards the success and growth of the organization.

AREA OF INTEREST

- Purchase
- Store & Warehouse

PROFILE SUMMARY

I have about 11 years of experience in Rural Water Supply and Sanitation Project, Power Distribution and Substation Project in India. Worked with esteem companies like Valplast Technologies Pvt. Ltd., Voltas Ltd., Rohini Industrial Electricals, Bajaj Electricals Ltd., Leena Power Tech & Polycab Wires Pvt. Ltd. JV, Kei Industries Ltd., NKG Infrastructure Ltd. & Godrej & Boyce Mfg.Co. Ltd.

CORE COMPETENCIES

- Monitoring Loading, Unloading and Handling for Raw Materials, Spares & Consumables.
- Over Viewing Inward and outward material movement.
- Overseeing Good receipt note preparation and approval process.
- Check of material receiving time supporting documents (tax invoice, challan, packing list, LR Copy, road permit, Dispatch Instruction, Approved PO, GTP, and Inspection Report.
- Receive & Issue Steel, Cement, Shuttering Material, Equipment, HSD & Raw Material.
- Prepare HSD Fuel consumption report, Tank Balance Report Every Week.
- Coordination with Project Team.
- Arrangement of Insurance claim for theft & damaged materials.
- Stock reconciliation physical vs. system stock.
- Reconciliation of materials issued to contractors.
- Prepare Ageing Analysis report of Material.
- Coordination with Client and Quality department for quality inspection of received goods.
- Coordination with internal and external auditors.
- Handling material loading & unloading with care.
- Managing and Disposing scrap materials.
- Actively contributed in company CSR activities.
- Handle Team size of 05 Team members and 10 casual Worker.

RESPONSIBILITY UNDERTAKEN

- Preparation of Daily Material Receipt, Proper Stacking, Preparation of Daily stock statements of major items, reconciliation of receive and issue materials on monthly basis, maintaining of minimum stock level, material reconciliation with sub-contractor & prepare the debit note on monthly basis, preparation of MIS report.

- Procurement related activities (likes Sourcing Vendor, Requesting for Quotation, Price Comparison and Negotiation with Vendor, Preparing the PO, lining-up the materials from the serval vendors etc.)

ACADEMIC QUALIFICATION

- Post Graduate Diploma in Material Management (One Year) from IIMM, Kolkata with First Div. in 2023.
- BLIS from Uttar Pradesh Rajarshi Tandon Open University, Allahabad with First Div in 2021.
- B.A. from Kunwar Singh P.G. College, Ballia affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur with Second Div. in 2010.
- Intermediate (10+2) (Science) from U.P. Board with First Div. in 2006.
- Matriculation (Science, Math's, English) from U.P. Board with First Div. in 2004.

TECHNICAL SKILLS

- Operating Systems: Win98, Win2000, Win XP, Win Vista, Win7, Win10.
- Application Package: MS Office, MS Excel, MS PowerPoint, Oracle MM, ERP (BAAN), Leap Ahead., SAP Hana (S4)

ACHIEVEMENT

- I have been awarded the Best safety performance Store Officer in RWSS, WMBD Puri project during the year 2020-2021 by Voltas Ltd.

WORK EXPERIENCE

- Presently Working as a Assistant Manager Store in Valplast Technologies Pvt. Ltd. (Rehabilitation of Jawahar Tunnel Project) Banihal (Jammu & Kashmir) From 25-July-2023 to Present
- Worked as a Store Officer-in Voltas Ltd. On role Team Lease (Rural Water Supply & Sanitation Project) Brahmagiri(Odisha) From 19-Oct-2020 to 15-July-2023
- Worked as Store Incharge - in Rohini Industrial Electrical Ltd. Subsidiary of Voltas Ltd. (Re-Conductoring / Re- Strengthening of Existing HT (33KV & 11 KV) Feeder & LT Lines Project) Motihari (Bihar) from 27-August 2018 to 18 Oct- 2020
- Worked as Sr. Executive -Store in Bajaj Electricals Ltd. (DDUGJY & Substation Project) Malda (West Bengal) from 22-June 2017 to 21-August-2018.
- Worked as Executive – SCM-Supply Chain in Leena Power Tech Engineers Pvt with Polycab Wires Pvt. Ltd. JV (RAPDRP Project) Patna (Bihar) from 7-October 2015 to 21-June-2017.
- Worked as Executive Store in Kei Industries Ltd. (RAPDRP Project) Mathura and Bareilly (U.P.) From 2-April 2014 to 30- September 2015.
- Worked as Store in charge in NKG Infrastructure Ltd., (RAPDRP Project) Sitapur (U.P.) from 23-November 2012 to 26-March 2014.
- Worked as Store Assistant in Godrej & Boyce Mfg. Co. Ltd. On role Adecco India Pvt. Ltd., (RAPDRP & ADB Project) Sheopur (M.P.) From 01-March 2012 to 21-November 2012.

STRENGTHS

- Punctually
- Learning Attitude
- Social & Friendly
- Hard working
- Team Player

HOBBIES& INTERESTS

- Reading Books
- Playing Chess
- Listening to Music

PERSONAL DOSSIER

- Name : Dhiraj Kumar Singh
- Father's Name : Late Madan Mohan Singh
- Date of Birth : 02-03-1988
- Gender : Male
- Nationality : Indian
- Permanent Address : Vill- Sultanpur, Post Office-Bharakhara, Police Station-Shukpura, Distt. -Ballia-277304 (Uttar Pradesh)

I hereby declare that the above statements are correct and true to the best of my knowledge.

Date:

Place:

(Dhiraj Kumar Singh)