

KUNDAN KUMAR SINGH

PHONE: +91-7066205399

+91-7020569356

Email ID: singhkundan225@gmail.com

CAREER OBJECTIVE:

To be part of esteemed organization and be responsible in its successful functioning, while working as a part of the team that excels in handling all the types of corporate challenges.

WORK EXPERIENCE:

Company Name: Victor Pushin Cords Pvt. Ltd. (Ranjangaon Shirur Pune)

Designation : Store & Dispatch In charge.

Department : SCM

Work Period : June 2014 to till Date.

Responsibility: - Planning & all Activity: Store, Purchase & Dispatch.

JOB RESPOSBLITY:

Store:

- Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; report, documents and tracks damage and discrepancies on orders received.
- Prepare stock report on daily basis and do stock count regularly to maintain Minimum stock level.
- Receives and store documents and confidential files: maintains record of approved document.
- Damaged items send back to vendors as appropriate.
- Handles all document storage and transportation of materials.
- Answers the question regarding procedure and resolve discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
- Receive and Verify (Quality & Quantity) and record of all incoming materials.
- Shift the materials to appropriate location of store after checking as per invoice part number.
- Make the GRN as per PO, Release & Part Number of Part In.
- Generate GRN tag and put on materials Box.
- Update Daily Excel file as after GRN.
- Daily transfer the GRN ok invoice to finance.
- Offer to Quality person to inspect to indenter.
- Handel the GRN related to issue like release PO, Tax and etc.
- Improvement & Development of warehouse.
- Always research to improve all warehouse operation according to company's objectives.
- Ensure that workplace's health and safety requirements are met and take responsibility for the security of the building and stock.

Dispatch:

- Prepared the items to be dispatched to final customer as per dispatch planning.
- Interaction with various departments like production for requirement of material, Quality for follows up of materials.
- Prepared Excisable and Dispatch documents for shipment.
- Organized proper identification, location and display of material stacking.
- Handling of workers for labeling, packing and loading-unloading.
- Arrange Transport/Vehicle for dispatch.
- Scheduled maintenance of the Production machineries and plan A.M.C accordingly.
- Coordinate with vendors to procure the required raw material for the production.

- Sole responsible for Procurement.
- Vendor management, Inventory Management and update latest pricing & inform to FH & M.D
- P.O raise for the concern dept and follow-ups for the same.
- Well aware of E.R.P system.

EDUCATIONALDETAILS:

Year	Degree/ Certificate	Institute/University	Division
2015	B.sc	JPU (Patna)	1 st Division
2010	Std XII	BIHAR Board	1 st Division
2008	Std X	BIHAR Board	3 rd Division

TECHNICAL SKILLS:

- MS OFFICE TOOLS
- WINDOW XP, 7,8
- INTERNET, MS OUTLOOK EMAILING

PERSONAL SKILLS:

- Positive attitude, self motivating, willingness to learn and enthusiastic in teamwork.
- Good Communication skills.
- Possess creativity and problem solving skills.
- CONFIDENT about myself.

Hobbies

- Read History Books and visit nature.

PERSONAL INFORMATION

Name : **KUNDAN KUMAR SINGH**

Marital Status : Married

Sex : Male

Nationality & Religion : Indian & Hindu

Languages Known : English & Hindi.

Address : Vill+Post - Bankat
P.S – Bhagwanpur
Dist – Siwan
State – Bihar (841408)

DECLARATION:

I hereby declare that the information given above is correct to the best of my knowledge and belief.

Place : Ranjangaon
Date :

(KUNDAN KUMAR SINGH)