

CURRICULUM VITAE

PREM NATH

HO. NO C – 150 SAVINA SEC – 9

UDAIPUR (RAJASTHAN)

PIN: 313001

MOB. NO – 8700182042

EMAIL ID: **PREM9810842928@GMAIL.COM**

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

QUALIFICATION

- Diploma in Mechanical Engineer from **B.T.E.R. GOV. POLYTECNIC** College in 2016.
- ITI (Motor Mechanic Vehicle) from SHAHDARA ITI DELHI in 2010.
- Intermediate from **CBSE** Board in year 2007.
- High School from **CBSE** Board in year 2005.

PROFILE SUMMARY

- Skilled knowledge of Store Management.
- Strong knowledge of Inventory Control & Material Management.
- Strong process knowledge of Inbound & Outbound Store Operation.
- Excellent Communication & Time Management Skills
- Ability to maintain Excellent Customer Relation.
- A Team player with Analytical & Problem Solving Skills.

WORK EXPERIENCE

OM CONSTRUCTION AND MINING SERVICE

APRIL 2023 UP TILL NOW

UDAIPUR (RAJASTHAN). AS PARTS INCHARGE IN STORE

KEY ROLES:

- Daily Stock Reports download in TALLY software.
- Daily material IN & OUT report in TALLY software.

- .GRN (INVOICE) Entries in TALLY software.
- Supporting Packaging & Dispatching function in STORE.
- Stock Transfer order (STO) Process to site in TALLY software.
- Stock Counter sale in TALLY software.

GR INFRA PROJECT LTD.

JAN 2018 TO MAR 2023

UDAIPUR (RAJASTHAN). **JR. ASSISTANT IN STORE**

KEY ROLES:

- Daily Stock Reports download in SAP.
- Ordering Stock in TIME & MAINTAINING Minimum & Maximum list in SAP.
- Daily Issue Material in SAP.
- Purchase Requisition (PR) creation in SAP.
- Material check in Purchase order (PO) according.
- Daily material IN & OUT report in SAP.
- Daily issue material report physical check in Sap.
- Stock Transfer order (**STO**) Process to site in SAP.
- Monitoring proper Storage Bin & Preservation of Material.
- Maintaining Store Stock Register & Asset Stock Register.
- Supporting Packaging & Dispatching function in STORE.
- Coordination with Department for smooth operation.
- Maintaining Safe, Secure & Clean Working Environment in Store.

Sterling Vehicles & General Sales Pvt. Ltd (Audi)

NOIDA (UP). **AS PARTS EXECUTIVE**

JAN 2017 TO 30 NOV 2017

KEY ROLES:

- GRN (INVOICE) Entries in DMS.
- ETKA (catalogue) operating.
- Daily Issue Material in DMS.
- Handling customer & CR enquiries x.
- Stock Transfer and Counter sale in DMS.
- Ordering Stock & VOR as per Material Requirement in DMS.

ATRICA AUTOMOBILE (Volkswagen)

NOIDA (UP). **AS PARTS EXECUTIVE**

OCT 2014 TO 15 DEC 2016

KEY ROLES:

- GRN (INVOICE) Entries in DMS.
- ETKA (catalogue) operating.
- Daily Issue Material in DMS.
- Maintaining Store Tool Register.
- Material check in Invoice According.

CARNATION MULTIBRAND AUTO SOL.
SHAHIBABAD (U.P). AS MECHANIC

DEC 2010 TO JAN 2012

CAR MECHANIC:

KEY ROLES:

- Performed basic tune-up services on the vehicles. These services included oil change, replacement of oil filter, replacement of fluids, and defective parts.
- Brake repair and maintenance
- Tire Rotation, Balancing & Alignment.
- Performed minor repair works on all types of vehicles.
- Help senior mechanics in fixing heavy engines.

COMPUTER PROFICIENCY

- MS WORD
- MS EXCEL
- INTERNET USE

PERSONAL INFORMATION

Name	PREM NATH
Father Name	Sh. Babu Lal
Date of Birth	7th SEP.1989
Sex	Male
Marital status	Married
Nationality	Indian
Language Known	Hindi, English

DECLARATION

I solemnly declare that the information furnished above is correct and true as per the best of my Knowledge and belief.

DATE:

PLACE:

PREM NATH