

## **CURRICULAM VITAE**

### **DINESH P. BALASKAR**

Email- dineshbalaskar1@gmail.com

Mobile No. : 9921220244,

#### **Carrier Summary :-**

More than four years of work experience in inventory started as Executive and later on good the responsibilities of independent supervisor. Possess good communication skills with a quick responsiveness to learn new technologies and ideas.

#### **Carrier Objective :-**

To be in an organization where I can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those I work for and I would like to rise along with the organization.

#### **Working Company:- ISC PROJECTS PVT LTD RVNL YAVATMAL (MH).**

#### **Store Assistant From Nov-2023 to Till Date**

#### **M/S P. R. AGRAWAL PVT. LTD. RAIPUR FEB 2022 to NOV**

**Project** : Construction of work & structure in km 45 of.(Gondia Road) Working as a Store Supervisor Barbrik Project Limited ( Construction Road Project ) NAGPUR , (Gondia Road Projects).

**Designation** : Fuel Supervisor

#### **M/S K.R. COMPANY PVT. LTD. CHHATTISGARH(RAIPUR) ( Jan- 2021 to Feb- 2022 )**

**Project** :- Railway Line Project of structure work KM 34 to KM 40 Antagarh (CHHATTISGARH)

**Position** :- Store Supervisor

#### **M/s DP JAIN & CO. INFRASTRUCTURE PRIVATE LIMITED (June 2019 to Jan 2021):**

an **ISO 9001**, company which has taken a giant leap, in consolidating its position as a leading multidisciplinary engineering and construction company, in such diverse fields as Cross Country Highway, Runways, Aircraft Hangers, Power Plant, Irrigation Projects, Civil Construction.

**Project** : Construction of ROB including one minor bridge and approaches with Retaining wall at km 8.674 near Khapri (Nagpur) (City portion) on Nagpur-Hyderabad Section of NH-7 (NH-44) in the state of Maharashtra on EPC basis.

**Project** :- Construction of Earth work and structure in KM 21 to KM 30 of Deoli Branch canal

**Client** :- Lower Wardha Project Division

**Position Held** : Store Supervisor

#### **ROLE AND RESPONSIBILITY:**

##### **RECEIVING :**

1. Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee
2. Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.
3. Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor or yard sites.
4. Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.
5. Processes receiving and delivery for inventory and non-inventory items purchased by satellite warehouses.
6. Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase
7. Issue Ledger management and control at site

**MATERIAL ISSUE:**

1. Issues articles upon requisition; may use hand tools to cut stock to size prior to issue.
2. Stages most materials, supplies and equipment for crews.
3. Assembles materials from requisition forms; loads and unloads equipment and supplies from trucks; loads docks and runways.
4. Handles all issuances of construction meters (hydrant meters) to outside customers and processes receiving of returned construction meters following proper procedures.
5. May determine material requirements from general item descriptions or from construction drawings or specifications, may contact vendors to determine availability of parts and equipment

**MATERIAL ORDERING:**

1. Writes up purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for special jobs.
2. Co-ordinates with Engineering Department regarding materials for planned jobs. Works with Accounting Section concerning discrepancies in deliveries and to identify and anticipate problems regarding a transaction on a purchase or delivery.
3. Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards.

**MATERIAL CONTROL:**

1. Performs the clerical checking of new stores as they are being received; may work outdoors or away from the supply yard i.e., may deliver parts to crews or other District facilities.
2. Performs clerical duties associated with storekeeping function.
3. Prepares form records and obtains necessary signatures for stock issued.
4. Labels items for storage as required; assists in filing receiving reports and requisitions.
5. Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.
6. Ensures the security of equipment and supplies kept in storage areas by locking up the equipment as needed.
7. Processes the return of materials to vendors or materials to be scrapped or junked.
8. Solves difficult problems such as tracing purchase documents or partial shipments.
9. Operates an on-line computer system to access, input, and change inventory data and related information; applies code number to materials and equipment from existing code system.

**Education Qualification :**

10th Passed from MAHARASTRA. Board NAGPUR 2010(II DIV)

12th Passed from MAHARASTRA. Board NAGPUR 2012(II DIV)

B.COM. Passed from G. S. COMMERCE COLLEGE WARDHA University Nagpur 2015 (II DIV)

M.S.W Passed from KUMBHALKAR SOCIAL WORKAR NIGHT COLLEGE, NAGPUR university Nagpur  
2019-Appear (II DIV)

**Personal Traits : :**

Honesty, Sincerity, Time Punctuality

**Computer Skills : :**

Microsoft Office XP, Microsoft Office 2000, MS Word, MS Access, MS Excel, MS FrontPage, Internet Explorer, Outlook,

**PERSONAL PROFILE :**

**Fathers Name** : Parasram S. Balaskar

**Mothers Name** : Shita S. Balaskar

**Gender** : Male

**Vill.** : Wagholi

**Dist.** : Wardha

**State** : Maharashtra- 442202

**Date of Birth** : 02 July 1994

**Marital Status** : Un-Married.

**Language Known** : English, Hindi & Marathi

**Nationality** : Indian.

**Religion** : Hindu

**Declaration :**

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

**Date :**

**Place :**

**(DINESH BALASKAR)**