

# RESUME

2024

Suraj Maroti Kale

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## **OBJECTIVE:**

Seeking a challenging and respective position in well-established company that offers professional growth and ample opportunity to learn and enrich my competencies in my profession.

## **PROFESSIONAL DETAILS:**

- **Store experience:** above **5.8 YEARS**

## **EXPERIENCE DETAILS:**

- **Store Assistant** **NOV 2018 TO Oct 2022**  
**SJ CONTRACTS PVT LTD: CENTRAL STORE NANDE & JUPITOR HOSPITAL BANER**
  - **Kohinoor Group** **DEC 2022 TO JUN 2023**  
Store Keeper  
**Project: Kohinoor Jeeva Bibwewadi**
  - **PRESENT WORKING:**  
**Store In Charge/Purchase Assistant** **JULY 2023-Till Date**  
**ADIRAJ CONSTRUCTION COMPANY**
- Total Work Experience**  
DURATION: 05<sup>th</sup> NOV 2018 to Till Date

**JOB RESPONSIBILITY:**

- Receive the material as per the Challan.
  - Check the received material and approved from Quality engineer.
  - Quantity of material as per challan tally with physically quantity.
  - If damaged material received from supplier informed to Project-Manger.
  - Unloading the material.
  - Challan copy of received material issued to supplier and one copy maintaining
  - store
  - Material supply to site as per requirement.
  - Maintain Daily purchase Register, Material Issued Register.
  - Maintain the physical Stock and reporting to Project manager.
  - Preparation of Material Requisition and follow up to central store.
  - Maintain the register for Issued the machinery to contractor and
  - Returned the machinery to store. (Eg. Hammering, Blower machine, grinder etc.
  - Maintain Stock Register & inward Register & Outward Register.
  - Maintain Petty Cash & Petty Cash Book
  - Good Knowledge ERP Software and Excel.
  - Prepared GRN (Good Receipt Note).
  - Issued the debit note to Contractor for material Damage and Loss.
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- ERP USE :- 1) HIGHRISE ERP 2)HIT OFFICE 3) IN4 SUIT VELOCITY 4) NEWTON ERP**

**EDUCATIONAL DETAILS :**

Sir no	Exam. passed	Board / university	Year of Passing	%of Marks
1	S.S.C	ABD	2014	64.80%
2	H.S.C	ABD	2017	52.77%
3	MS-CIT	MSBTE	2014	84

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## **PERSONAL DETAILS:**

- **Date of Birth** : Nov13th, 1997
- **Gender** : Male
- **Marital Status** : Un Married
- **Permanent Address** : At-Warwat , Tal- Hadgaon , Dist- Nanded .
- **Current Address** : Shree Angan Apt. Aawhalwadi, Pune

I here by certify that the particulars given above are to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_  
Suraj M Kale