

CURRICULUM VITAE

B. LAXMINARAYAN PATRO

AT-JHOLARI

PO-BALLIPADAR

DIST-GANJAM

STATE-ODISHA

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OBJECTIVE

- ⇒ An astute, results-oriented leader with proven success of over **11.5 years (MEP CIVIL)** materials, stores, logistics, warehousing, vendor development and purchase in the Hotel, Engineering, Automobile, Electrical and construction Industries.
- ⇒ Presently designated **SR. STORE EXECUTIVE with SOBHA LTD, Bangalore India,**
- ⇒ Adept in handling inventory, warehouse operations for seamless supply to production as well as implementing inventory control.
- ⇒ Expertise in undertaking successful negotiations with forwarders, transporters and agents for logistics within budgets and time schedules.

Present Organization

- ⇒ **Organization : SOBHA LTD**
- ⇒ **Designation : Sr Executive Store**
- ⇒ **Duration : Aug 2023 Till date**

Key Responsibilities:

- ⇒ Inventory management covering in **ERP/EIP/ORACLE ACONEX & SAP** of allied activities namely receiving of material, preservation of materials & dispatch of material as per site requirement.
- ⇒ of material & dispatch of material as per site requirement.
- ⇒ Preparing GRN & MRN.
- ⇒ Preparing Monthly Inventory MIS Report
- ⇒ Presenting the reports relating to the Store as per the Demand.
- ⇒ Maintain all record (O&M) Spare parts.
- ⇒ Proper Stacking material like Civil /MEP Materials.
- ⇒ Inventory management covering **ERP/EIP/ORACLE ACONEX & SAP.**
- ⇒ Coordination with Accounts & purchase Department.
- ⇒ Subcontractor daily maintains Issue.

- ⇒ Communication with H.O
- ⇒ Handling the Local purchase
- ⇒ Monthly work order time sheet entry Maintain the adequate stock levels to facilitate the continuous operation of the site work.
- ⇒ Presenting the reports relating to the Store as per the Demand.
- ⇒ Maintain all record (O&M) Spare parts.
- ⇒ Proper Stacking material like Civil & MEP (HVAC ,FIREFIGHT,PLUMBING AND ELECTRICAL,

- ⇒ Maintain the adequate stock levels to facilitate the continuous operation of the site work.
- ⇒ Presenting the reports relating to the Store as per the Demand.
- ⇒ Maintain all record (O&M) Spare parts.
- ⇒ Proper Stacking material like Civil & MEP materials

Work Experience

- ⇒ **Organization** : **KENT RO SYSTEM LIMITED**
- ⇒ **Designation** : **Sr. Executive Store & Logistics**
- ⇒ **Duration** : **Aug 2021 TO July 2023**

⇒ **Key Responsibilities:**

- ⇒ Inventory management covering the entire range of allied activities namely receiving of material, storing of material & dispatch of material as per Warehouse requirement.
- ⇒ Preparing GRN & MRN INWORD MATERIALS
- ⇒ Preparing Daily Inventory MIS Report.
- ⇒ Monthly Stock Reconciliation.
- ⇒ Coordination with Accounts & purchase Department.
- ⇒ Subcontractor daily maintains
- ⇒ Following B2B / B2C and Ecommerce Sales Daily basis
- ⇒ Arranging Transportation as per requirements
- ⇒ Daily basis flowing SRN Processing (Sales Return)

Work Experience

- ⇒ **Organization** : **ALYSJ (Gold line underGround Metro,Doha,QATAR)**
- ⇒ **Designation** : **MEP Store keeper**
- ⇒ **Duration** : **FEB 2017 to April 2019**

Key Responsibilities:

- ⇒ Inventory management covering in **ERP/EIP/ORACLE ACONEX & SAP** of allied activities namely receiving of material, preservation of materials & dispatch of material as per site requirement.
- ⇒ Preparing GIN/GRN/& MRN.
- ⇒ Material inspection
- ⇒ Preparing Monthly Inventory MIS Report.
- ⇒ Monthly Stock Reconciliation.
- ⇒ Maintenance of Store Records & Files.
- ⇒ Communication with H.O
- ⇒ Handling the Local purchase

- ⇒ Monthly work order time sheet entry
- ⇒ Maintain the adequate stock levels to facilitate the continuous operation of the site work.
- ⇒ Presenting the reports relating to the Store as per the Demand.
- ⇒ Maintain all record (O&M) Spare parts.
- ⇒ Proper Stacking material like Civil & MEP (HVAC, ELECTRICAL, FIRE FIGHTING).

Work Experience

- ⇒ **Organization** : **SOBHA LTD**
- ⇒ **Designation** : **Junior Executive Store**
- ⇒ **Duration** : **Jan 2012 to Dec 2016**

Key Responsibilities:

- ⇒ Inventory management covering entire range of allied activities namely receiving of material, storing of material & dispatch of material as per site requirement.
- ⇒ Preparing GRN & MRN.
- ⇒ Preparing Monthly Inventory MIS Report.
- ⇒ Monthly Stock Reconciliation.
- ⇒ Co-ordination with Accounts & purchase Department.
- ⇒ Subcontractor daily Issue detail
- ⇒ Tools /machine issue maintain

Work Experience

- ⇒ **Organization** : **MFAR CONSTRUCTIONS P LTD**
- ⇒ **Designation** : **Assistant Store**
- ⇒ **Duration** : **Mar.2011 to Dec 2011**

Key Responsibilities:

- ⇒ Inventory management covering entire range of allied activities namely receiving of material, storing of material & dispatch of material as per site requirement.
- ⇒ Preparing GRN & MRN.
- ⇒ Preparing Monthly Inventory MIS Report.
- ⇒ Monthly Stock Reconciliation.
- ⇒ Co-ordination with Accounts & purchase Department.
- ⇒ Subcontractor daily Issue detail
- ⇒ Tools /machine issue maintain

Academic

- ⇒ **Degree** : B.A. (Economic)
- ⇒ **Institution** : Berhampur University, Bhanjabihar, Orissa.
- ⇒ **Intermediate** : Council of Higher Secondary Education, Orissa
- ⇒ **High School** : 10th Higher Secondary Education, Orissa
- ⇒ **Packages** :MS- Excel, MS-Word, powerPoint,OthersDTP,Data Entry & Internet

Professional Excellence Summary

- ⇒ Have adequate knowledge regarding the relation with Inventories operations with project management.
- ⇒ Have experience in developing and directing individuals as well as associate staff.
- ⇒ Have over 11 years of experience and the capacity to adopt new concepts with due responsibilities.

Strength

- ⇒ Sincere and hard work.
- ⇒ Positive thinking.
- ⇒ Know to deliver the product with Quality, Cost, and Time & Safety.

Hobbies

- ⇒ Reading Newspapers & Magazines.
- ⇒ Listening to Music & Watching Sports.
- ⇒ Traveling.
- ⇒ Making Friends and analyzing day-to-day events in the profession Internet Surfing.

Personal Details

Personal Details:

- ⇒ Father's Name : Dambarudharpatro
- ⇒ Date of Birth : 16thJune 1984
- ⇒ Sex : Male
- ⇒ Marital Status : Married
- ⇒ Religion : Hindu
- ⇒ Nationality : Indian
- ⇒ Mother Tongue : Oriya
- ⇒ Language Known : English, Hindi,telugu ,Kanada,Oriya,
- ⇒ Passport : N9676893 (Expire 2026)

DECLARATION:

I hereby declare that the statement and information furnished herein are true and correct to the best of my knowledge. I request your good self to consider my application favorably and give me an opportunity to serve under your kind control. I assure you that I would strive hard and bring credit to your esteemed organization. I do hereby declare that above-mentioned information is correct up to my knowledge.

Laxmi Narayan patro