

CURRICULUM- VITAE

DEEPAK KUMAR MAHAPATRA

At-Injanpur, Po/Ps-Balugaon

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Objective: -

I would like to secure a position that will allow me to fully utilize my capabilities in materials management with an emphasis on handling all store functions in accordance with functional management criteria.

Construction Buildings projects in materials management professional with **8+ years of work experience in stores.**

Summary: -

Material Requirement planning (MRP) - Follow up with the Vendors for supply – Receipt and Issue of material - co-ordination for material Inspection and acceptance – GIN/MIR/MRR – Inventory management – storage and stacking materials-stock verification – surplus and scrap disposal – materials transfer process – materials reconciliation – MIS report

Documentation as per SOP

ERP & SAP professional

Skill: -

- Stock observation
- Online transaction
- Data/Record maintenance (MS word, MS Excel, Power point and company portal)
- Coordination with Vendor and supplier
- Documentation as per SOP
- SCM concepts viz., FIFO, LIFO, ABC etc.

- Good communication and management skills with vendors

Co-ordination: -

- Project team members for day to day activity, requirement, cost booking,
- Subcontractors/Workmen: - for material issue and accounting
- Vendors: for supply and bills /payment processing
- Transporters: - for transportation of materials within project sites and bills processing

Nature of materials Handled: -

- ☒ Small and heavy tools and tackles
- ☒ Consumables
- ☒ Electrical item
- ☒ Safety items
- ☒ Machinery equipment
- ☒ Bulk materials (Ballast, blankets, boulder sand and aggregates)
- ☒ Cement & chemicals
- ☒ Steel (reinforcement/structural/others)
- ☒ Bricks, fly ash block, paver blocks, concrete block
- ☒ Oil, Fuel & Lubricants
- ☒ Gases – oxygen & DA
- ☒ Plywood, Runners
- ☒ Plumbing materials (Pipes & fittings) CPVC, UPVC, PVC, CUNDUIT
- ☒ Paints, Distemper, colour.
- ☒ Finishing materials, tiles, marbles, granite.
- ☒ Door, frame, firefighting MS materials & equipment.
- ☒ Plumbing materials, urinal, basin and bathroom fittings.

EXPERIENCE: -

- ☒ Project – PATIL STEEL WIRES PVT LTD., SABALPUR, PATNA, BIHAR
MANUFATURE COMPANY
Designation – Store Assistant.

Duration – July-2012 to Sep-2014. 2yr 2month

☒ Project -MULTISTOREYS PROJECTS PVT.LTD., ARIHANT AALISHAN, TALOJA, NAVI MUMBAI,

BUILDING CONSTRUCTION PROJECT

Designation – Store Assistant

Project value – RS. 400 CR.

Duration – Jun-2018 to Feb-2019. 08 month

☒ Project – TATA PROJECTS LTD. HIRANANDANI FURTUNE CITY, PANVEL, NAVI MUMBAI, MH

BUILDING CONSTRUCTION PROJECT

Designation – Store Supervisor

Project value – RS. 900 CR.

Duration – 07-Feb-2019 to 09-Mar-2022. 03yr 01 month and transfer to other project site.

☒ Project – TATA PROJETS LTD. TCS – NEW TECH PARK, SIRUSERI, CHENNAI, TN. PILLING WORK & Commercial Buildings

Designation – Store Supervisor

Project value – RS. 759 CR.

Duration – 09-Mar-2022 to 24-Aug-2023. 01yr 05 month

☒ Project – KALPATARU PROJECTS INTERNATIONAL LIMITED – PRESTIGE BEVERLY HILLS, KOKAPET, HYDERBAD, TS.

RESIDENTS BUILDING PROJECTS

Designation- Sr. Officer

projects Value- RS. 300 CR.

Duration- 04-Sep-2023 to Till

Total Experience – 08 years 03 months. In materials management

Role Played: - Store supervisor

- MRP: - Assessment and processing of monthly requirement in consultation with project team members for procurement
- Follow-up with the Vendors and Transporters for supply
- Receipt and Inspection: - Document verification – physical inspection – co-ordination for technical inspection
- Stacking and Tagging of accepted materials for easy traceability with proper location and material category chart and as per SOP
- Regular Stock verification/reconciliation

- Re-ordering of essential/vital items
- Data transaction in **ERP/SAP** (GIN/MIR INSPECTION, PR, MRR/GRN, ACCOUNTING/ISSUE, MIS REPORTING AND DISPATCH/ TRANSFER MATERIALS)
- Bills processing: - Transportation, printing and repair bills and debit notes processing.
- Scrap and surplus Disposal: - Identification and declaration of scrap and surplus materials and initiation for disposal.
- Reporting (MIS)
- Audit compliance.

Strength: -

- ☒ Good material handling
- ☒ Quick Lerner & always curious to learn new things
- ☒ High Energy level & self confidence
- ☒ Ability to influence and train others

Education: -

Degree	Institute	Board/University	Year of passing	Grade/ % Mark
MBA (Operation management)	DDCA Utkal university	Utkal University	2015	CGPA-6.01 GRADE- C
Graduation (Psychology Hons)	Balugaon college	Utkal university	2012	52.27% (86.16% hors)
HSC (12 th)	Balugaon college	Odisha Board	2009	38.6%
SSC (10 th)	Balugaon High school	Odisha Board	2007	51.6%

- ☒ Data entry Operator, Human touch press media company, Delhi.
- ☒ PGDCA from Kensoft technology, Balugaon.
- ☒ Applications – MS Word, MS Excel, Ms Power Point, Networking, Programming & Project Work.

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Language Known: -

English, Hindi, Odia

Personal Details: -

Name : Deepak Kumar Mahapatra
Father's Name : Pradip Mahapatra
Gender : Male
DOB : 07-07-1992
Marital Status : Single
Nationality : Indian
Mother tongue : Odia
Caste & Religion : Brahmin/ Hindu
Hobbies : Listening News

Declaration: -

I am Deepak Kumar Mahapatra here by declared that the above furnished information is authentic to the best of my knowledge.

Place: Hyderabad

Date: 05/04/2024

Deepak Kumar Mahapatra