

## **CURRICULUM VITAE**

MR. MANGESH SUNIL YADAV.

At Post-Mahableshwar, Tal - Mahableshwar, Dist - Satara,

Maharashtra Mobile 9545734839

Mail ID-mangeshyadav104@gmail.com

### **PROFESSIONAL OBJECTIVE:**

I can use my knowledge and skills to my best extent and develop graceful Quality & Safety standards in Construction and keep right touch with ever changing trend and technologies in the field.

### **Educational Qualification:**

Sr. No	Name Of Exam	Name of university/Board	Year Of Exam	%Tage Acquired
1	S.S.C	Kolhapur	2014	50.00%
2	H. S. C.	Kolhapur	2016	49.00%
3	B.Com	Kholhapur	2018	60.00%

**Computer Skill:-** High Rice, , MS Word, MS Excel, Internet, All Basic Computer Knowledge.

### **PROFESSIONAL SYNOPSIS**

- Over 3 Year experience in Construction Industry as a Store Keeper.
- Currently designated as Jr. Store Executive at Balason Infrastructure Solution Pvt. Ltd. Pune.
- Adept at interfacing with material suppliers, vendors for the timely delivery of material as per the requirement.

Experienced in independently handling the site store with material requirement, inventory & reconciliation etc as per statutory requirements of project.

Ability to manage pressure situations and requirement deadlines

Sr.No	Project Name	Designation	Company	Period
1	Madhepura Electric Locomotive Pvt Ltd, Nagpur	Store Keeper	Rohan Builders Ind.Pvt.Ltd.	2020- Oct To Nov-2022
2	Grasim Birla Paint Birwadi,Mahad.	Store Keeper	Rohan Builders Ind.Pvt.Ltd.	2022- Nov To April-2023
3	AM/NS Cock Oven Bettery,Hazira,Gujrat	Store Keeper	Rohan Builders Ind.Pvt.Ltd.	2023-April To June-2023
4	Balason Infrastructre Solution Pvt.Ltd.	Junior StoreExecutive	Balason Infrastructre Solution Pvt.Ltd.	2023-June To Till Date.

### **Responsibility**

- Co ordinate with Concern discipline engineers ( e.g. Civil , Structural , Mechanical, Piping & Painting , etc. ) for their Material Requirement & its Procurement requisition
- Preparation of GRN ( Goods Received Note )
- To establish & shape the Store at site.
- Update daily Material Inventory Statement & it has submitted to Head Office.
- Co-ordinate with Project Manager for balance & required quantity of material.
- Reconciliation & inventory of material.
- Preparation Of Purchase Requisition (PR), GRN & Update the same in **HighRice**.
- Working in Highrise System and ensuring that all data gets entered correctly and on time and regularly checking of all the major reports related to stores and purchase.
- Maintain All Record.
- Maintaining Store.
- Keeping the Material in safe and Secured Place.
- Inspect inward Material for quality, quantity and item description as per PO.
- Accept or Reject Material Cheking.
- Preparing GRN of accepted inward Material and Outward Material.
- Proper Labelling of the inward Material.
- Daily stock maintenance.
- Keeping Stock of rental Material.
- Keeping record of Office assets.
- Monthly physical stock taking and matching with book stock, Finding and sorting out of any discrepancies.

**CTC:**

- Current CTC- 23000/+ Accommodation - Per Month.

**PERSONAL DETAILS:**

**Date of Birth:** 05.05.1998.  
**Gender:** Male  
**Marital Status:** unmarried  
**Nationality:** Indian  
**Permanent Address:** At Post- Mahableshwar, Tal-Mahableshwar, Dis -Satara, Maharashtra Mobile- 9545734839.  
**Email ID:** [mangeshyadav104@gmail.com](mailto:mangeshyadav104@gmail.com)  
**Language Known:** Marathi, Hindi and English,

**HOBBIES:**

- Playing Cricket, Tracking.

**DECLARATION:**

I hereby assure that the above details provided are true, correct and complete to the best of my knowledge.

Date:-

Signature.

Place: -Mahableshwar (MH).

**Mangesh Yadav.**