

## **RESUME**

### **Permanent Address**

Manoj Kumar Ram  
Father,sName-  
Motichandra Ram  
Village – Lakathaha  
Post Office – Lamichaur  
Teh. –Bhore  
Dist. – Gopalganj  
State –Bihar-841426  
E-mail –  
[rkmanoj359@gmail.com](mailto:rkmanoj359@gmail.com)  
Mob. No.:06204302896  
DOB : 09<sup>th</sup>Jan1992

### **Present Address**

Manoj Kumar Ram  
Village – Lakathaha  
Post Office – Lamichaur  
Teh. –Bhore  
Dist. – Gopalganj  
State –Bihar-841426



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**Post For The Applied: STORE KEEPER**

### **❖ Experience:-(5 years 8 month & till working as a position of STORE KEEPER)**

Working from (March 2018-March 2019) as a Position of Store Keeper In Sapoorji Pallonji Construction Company.

### **❖ Project: My City Center (mall) Project muscat, oman Client: M/s.MAJID AL FUTAIM**

Working from (APRIL 2019- March 2021) as a Position of Store Keeper  
In Sapoorji Palloonji Construction Company.

### **❖ Project: Mall Of Oman Project,Muscat,Oman Bowsher Client:M/s-MAJID AL FUTAIM**

Working from August 2021-Sep 2023 inVrc Constructions (I) Pvt .Ltd as a  
Position of Store Keeper.

### **❖ Project:) HPCL RAJASTHAN REFINERY LIMITED ,Barmer Rajasthan Client:M/s Engineering India Limited (EIL)**

Present Working from Sep 2023 to till in Kanwar Enterprises Pvt .LTD as a  
Position of Store Keeper.

### **❖ Project:) West Bengal Power Devlopment Corporation Limited Sagardighi,Murshidabad West Bengal.**

**Client: Bharat Heavy Electricals Limited (BHEL)**

**KEY SKILL**– All stores reports are working in Busy Software. Maintaining store inventory, reconciliation of stock physically and computerized. Make MIS report. Knowledge of Store, Purchase and Plant & Machinery department. Handled more than 30 no's of staff's in store, purchase and Plant & Machinery department works. Obtain requirement of items from the technical and other departments. Perform the process of issuing material and receiving material. Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment. Maintain a record of all the activities done regarding the stock of items and all repairing and maintenance of machinery. Reconcile the stock of items with accounts regularly. Managing all site stores, central store, Batching Plants production, Machinery, Raw Material of Batching Plant, running site requirement, including procurement, consumption record, and site reconciliation of all material. All stores reports are generating in Busy Software. Maintaining store inventory, reconciliation of stock physically and computerized. Make MIS report. Obtain requirement of items from the technical and other departments. Perform the process of issuing material and receiving material. Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment. Maintain a record of all the activities done regarding the stock of items and all repairing and maintenance of machinery. Reconcile the stock of items with accounts regularly.

### **SPECIAL EXPERT**

Full knowledge of Store & Purchase work.

Good command of Nway ERP Software & Real Builder ERP Software.

Excel and MS Word, Tally, Internet, & Networking etc.

Good Typing of English & Hindi speed 90wpm.

### **ACADEMIC QUALIFICATION**

- 1) High School (10th) Passed in (2007) from BIHAR BOARD with 1<sup>st</sup> Dev. (Math)
- 2) Intermediate (12th) Passed in (2009) from BIHAR BOARD with 1<sup>st</sup> Dev. (PCM)
- 3) Graduation (B A.) Passed in (2012) JAI PRAKASH UNIVERSITY CHAPRA BIHARBOARD with 1<sup>st</sup> Dev. (Economics Honours )
- 4) Advance Diploma in Computer application (ADCA) (Duration-1 Years) From Imas Computer Education Delhi.

### **TRAINING**

- 1 Year Training of MS Office, Software Testing, and Networking during working period.

### **JOB RESPONSIBILITIES**

- MIS Report & Reconcile every month / Quarterly & Monthly of all Raw material / Shuttering / Steel / Cement / Diesel / All equipments spare parts and General consumable items.
- Receive & Issue Equipments Spare, General & Shuttering Materials, Steel, Cement and HSD and Raw Materials.
- Maintain store inventory, raising indents for required items.
- Perform the process of issuing material and receiving material.
- Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment.
- Maintain a record of all the activities done regarding after the stock physically verification and computerized and locate every items.
- Monthly reports maintain and reporting to H.O. = Stock closing, HSD Fuel consumption report (each equipments/vehicle).

- Batching Plant daily production reports maintaining.
- Maintain Minimum Stock in Store for all Raw materials and consumable store materials.(Weekly & monthly)
- Daily routine work= DPR, Bill verification (make, model, rate,), Make MRN, DMR, DMIR, Debit note, ledger writing, contractor material record (issued & received).- Indent all material through ERP System.
- DIESEL - Prepare HSD Fuel Consumption Report for Daily HSD Report, Tank Balance Report, Diesel Average Report Every Week and Every Month.
- Prepare Plant & Machinery Report (Including Chassis Sl. no., Engine Sl. no., Commissioning date of Equipment, Present location of Equipment, Receiving date of Equipment etc...) for Every Month.

**Personal Details :-**

Sex : Male  
Marital Status : Married  
Nationality : Indian  
Language Known : Hindi, English  
Hobbies : Reading and Listing light Music and old songs.

CERTIFICATION - I, under signed assure that to the best of my knowledge and believe the Resume correctly describes qualification, experience and myself.

Manoj Kumar Ram

Date: 29.04.2024