

## **RESUME**

### **Mohan Lal Shakya**

**Address** : POST – Adda Pay, Gautam Buddh Nagar, Etawah. Pin -206001,Dist- Etawah. Uttar Pradesh .

**Mobile Number** : 9305045542,9528937916

**E-mail** : [mlshakya@gmail.com](mailto:mlshakya@gmail.com), [mohan.shakya0@gmail.com](mailto:mohan.shakya0@gmail.com)

### **Career Objective**

Secure a responsible career opportunity to fully utilize my **training** and **skills**, while making a significant contribution to the success of the company.

### **Working Experience :-**

**Triveni Solvex Limited , Kanpur** July-2009 to September-2010 as Store Clerk (1.3 years , Cont Base )

#### **Job Profile :**

- \*\* Raw Material receive
- \*\* Inventory Management
- \*\* P.R. Creation
- \*\* Gate Pass Record
- \*\* Book Keeping & Data reconciliation
- \*\* Updating of Inventories in Stock Register
- \*\* Verifying the store stock
- \*\* Documentation of all incoming and outgoing materials
- \*\* Maintained accurate records of stock levels
- \*\* Conducted regular stock checks to prevent any discrepancies

**Stock Holding Corporation of India Ltd, Kanpur** since December -2010 to January-2012, Data Entry Operator ( 1.2 Years , Cont. Base )

#### **Job Profile :**

- \*\* Fill the Demat & Trading A/c form
- \*\* Data Entry of IPO and other Data Entry work
- \*\* Proper keeping of Demat & Trading A/c
- \*\* Book Keeping & Data reconciliation
- \*\* Recovery of Demat A/c AMC amount

**Chuknoo Securities Ltd, Kanpur** since February 2012 to July 2017, as a Data Entry Operator(5.6 Years , Cont. Base)

#### **Job Profile :**

- \*\* Open the Demat & Trading A/c for Client
- \*\* Data Entry of IPO and other Data Entry work
- \*\* Proper keeping of Demat & Trading A/c
- \*\* KYC & KRA Update in System

PRESENTLY I am working with **RSPL Ltd, Raipur, Chhattisgarh** as a Store Executive Since 15.11.2017 to Till Date All Raw Material & Stores, Purchase related activities (Permanent Base ).

### **Job Profile :**

- \*\* SAP : WORKING MM Module
- \*\* Create Purchase Requisition / Service Requisition
- \*\* Create Purchase Order / Service Order
- \*\* Sub contracting PO / GRN and Stock manage
- \*\* Create Delivery / reverse / delete other activity
- \*\* Create Invoice / cancel other activity
- \*\* Returnable gate pass Process in SAP and manual
- \*\* Material received and issue
- \*\* Asset material reverse to Stock in Storage location
- \*\* Material Transfer Posting
- \*\* MIS analysis report
- \*\* Inventory Control
- \*\* Service entry sheet create
- \*\* Maintain Code in Plant
- \*\* New material code create
- \*\* Material master fill up unit of measuring , material group, maximum / minimum level, profit centre, purchase order text, plant , storage location, valuation category, valuation class, moving price

### **Qualification :-**

- \*\* S.S.C. Passed examination in year 1999 from U.P. Board, Allahabad
- \*\* H.S.C. Passed examination in year 2002 from U.P. Board, Allahabad
- \*\* B.sc. Passed examination in year 2005 from C.S.J.M. University, Kanpur
- \*\* M.A.(English Literature) Passed examination in year 2009 from C.S.J.M. University, Kanpur
- \*\* 1 Year Computer Diploma in ACCIP from AITC, Computer Institute, Kanpur.

### **Key Skills**

- \*\*SAP MM Module
- \*\*Inventory Management
- \*\* Store Supervision
- \*\* Store Operations
- \*\*Store Planning
- \*\*Material Requirement Planning
- \*\*Decision Making
- \*\*Quick Learner
- \*\* Problem Management
- \*\*Coordination Skills
- \*\*Problem Solving
- \*\*Manpower Handling

**Total Experience : 14 years 09 months**

**Notice Period : 15 days**

**Current location : Raipur (Chattisgarh)**

**Personal :**

**Name** : Mohan Lal Shakya

**Father's name** : Mr. Ashok Kumar Shakya

**Date of birth** : 10.10.1984

**Marital status** : Married

**Hobby** : Playing Cricket, Listening soft music.

**Languages known** : Hindi, English

**Nationality** : Indian

**Present Address** : 75, Makdi khera, Near CNG petrol pump, Kanpur Pin – 208002(U.P.)

**Permanent Address** : Adda Pay, Gautam Buddha Nagar, Etawah. Pin -206001,Dist- Etawah. Uttar Pradesh

**Declaration :** -

I hereby declare that the above information is true to the best of my knowledge and belief.

**Date :**

**Place :** (Mohan Lal Shakya)