RESUME

**Mr. Annu Kumar khare**

R samrajya building flat no. 11 benkar nagar dhayari

Pune- 411041

Mob: - 8484813638

EMAIL ID Annukumarkhare528@gmail.com

**Objective:**

Obtain a challenging position in a leading Organization, Desire of professional working environment with strong work ethics and opportunity for growth and Bright career prospects.

**EXPERIENCE:-**

**ORGANIZATION :** M V CONSTRUCTION

**DURATIONS :** FROM -01-01-2022 to TILL DATE

MS EXCEL

**DESIGNATIONS** **:** SENIOR STORE INCHARGE

& PURCHASE ASSISTANT

**SITE** **: RESIDENTIAL PROJECTS**

**ERANDWANA PUNE - RUNNING**

**ORGANIZATIO :** ***TRIMURTI DEVELOPEERS***

***SHIVAJI NAGAR PUNE***

**DURATIONS :** FROM MAR 2016 TO DES.2021

MS EXCEL

**DESIGNATION:** STORE IN CHARGE &

SITE SUPERVISOR

**SITE** **:** COMMERCIAL & RESIDENTIAL

PROJECT AT BANER & SHIVAJINAGAR

**ORGANIZATION**  **:** ***NMDC STEEL PLANT***

**DURATIONS :** FROM FEB 2015 TO FRB. 2016

**DESIGNATION:** STORE KEEPER & SITE SUPERVISOR

MS EXCEL

**Site** **: NMDC STEEL PLANT- NAGARNAR**

JAGDALPUR BLASTER

**CHHATTISGARH -49001**

**Responsibilities: -**

* + - Daily receipt & issue of material, stock taking, Material inward & outward & other related store activities
    - Preparation of Computerized data.
    - Supervision of Construction materials.
* Maintaining material Stock Record Manually in (register) & Computerized in (Excel) with excellent format.
* Sending to seniors daily, weekly & monthly Report for available material stock.
* Follow the material consumption details on day to day basis related site activities
* Making material indents consulting with site Engineers.
  + - Follow-up for Material with purchase dept & suppliers.
* Co-ordination with Purchase, Engineering dept & Suppliers for any material related activities.
  + - Material & inventory control, handling, safe storage, packaging, preservation, delivery & standardization, surplus scrap management, etc.
    - Transfer of Stock from site to Site and vice-versa.
    - Checking construction material quality, Brand & Specification.
* Maintain records and files related to Store activities.
  + - Having good knowledge of construction material.
* Arrangement of material after confirming site condition.
  + - Correspondence with management.

**PERSONAL DETAILS**

Date of Birth : 07th September 1991

Marital Status : Married

Nationality : Indian

Languages Known : Marathi,Hindi, & Read English.

Education Qualification : H.S.C IN MP BOARD

BA RUNNING

**CARRIER INTREST**

Bright Career prospect

**DECLARATION**

I hereby declare that above furnished information about me, my qualification and my experience is

True to the best of my knowledge.

Thanking you,

Date:

Place: Pune.

**Mr. Annu Kumar khare**