

RESUME

2024

Nitesh V Dakhore

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OBJECTIVE:

Seeking a challenging and respective position in well-established company that offers professional growth and ample opportunity to learn and enrich my competencies in my profession.

PROFESSIONAL DETAILS:

- **Store experience:** above **9.1 YEARS**

EXPERIENCE DETAILS:

- Store Assistant **Feb 2015 –Dec 2016**
MADHURE INFRA PVT .LTD
PROJECT : SKYPOINT KESHAV NAGAR PUNE
- Store Incharge **Dec 2016–Feb 2022**
S J CONTRACTS PVT. LTD
PROJECT : JUPITER HOSPITAL BANER & GODREJ INFINITY KESHVNAGAR & PMAY PCMC BORHADEWADI MOSHI PUNE
- Store Incharge **Feb 2022-Aug 2022**
PROSPECTA BUILDX INDIA PVT.LTD
PROJECT : KOHINOOR SPORTS VILLE MAAN HINJEWADI PUNE
- **PRESENT WORKING:**
Store Senior Executive **Aug 2022-Till Date**
VTP Reality
PROJECT : VTP PEGASUS MANJARI

DURATION: 05th Feb 2015 to Till Date

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JOB RESPONSIBILITY:

- Receive the material as per the Challan.
- Check the received material and approved from Quality engineer.
- Quantity of material as per challan tally with physically quantity.
- If damaged material received from supplier informed to Project-Manger.
- Unloading the material.
- Challan copy of received material issued to supplier and one copy maintainin store
- Material supply to site as per requirement.
- Maintain Daily purchase Register, Material Issued Register.
- Maintain the physical Stock and reporting to Project manager.
- Preparation of Material Requisition and follow up to central store.
- Maintain the register for Issued the machinery to contractor and
- Returned the machinery to store. (Eg. Hammering, Blower machine, grinderetc.
- Maintain Stock Register & inward Register & Outward Register.
- Maintain Petty Cash & Petty Cash Book
- Good Knowledge ERP Software and Excel & SAP.
- Prepared GRN (Good Receipt Note).
- Issued the debit note to Contractor for material Damage and Loss.
- Handling of RMC plant

EDUCATIONAL DETAILS :

Sir no	Exam. passed	Board / university	Year of Passing	% of Marks
1	S.S.C	LATUR	2010	59%
2	H.S.C	LATUR	2012	54%
3	B.COM	YCMOU	2016	55.67%

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PERSONAL DETAILS:

- **Date of Birth** : June 12th, 1993
- **Gender** : Male
- **Marital Status** : Married
- **Permanent Address** : Ap-Warwat , Tal- Hadgaon , Dist- Nanded .
- **Current Address** : Shree Angan Apt. Awhalwadi, Pune

I hereby certify that the particulars given above are to the best of my knowledge and belief.

Signature: _____
Nitesh V Dakhore