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Objective: To look for challenging assignments in Stores, SCM, Logistic, purchase or Sourcing in an organization that offers the opportunity to explore in the work environment

Professional preface: -

A dynamic professional with **15 + years of** diverse experience in handling Stores, SCM, Purchase and Logistic. Having Supervision and Team Management skills. **Currently working with Kalpataru Constructions Pune as a Sr. Store Officer** deft in handling daily supervision, monitoring, stores inward and outward operations, operating **ERP (IN4 suit) And SAP MM Module** system and accountable for achieving departmental goals and increasing holistic performance. Ability in cementing healthy relationship with the team to accomplishing business and corporate goals. Outstanding relationship building & supervision skills. Possess excellent interpersonal communication and analytical skills with demonstrated abilities in handling responsibilities.

Employment Scan

Sr. Store Officer: - Kalpataru Constructions, Pune

April 24 Present

- Undertakes daily material **inward** and **outward** responsibility.
 - Prepares detail **MIS report** for purview of the management. It gives clear understanding of inventory.
 - Keeps track of material stocks, **intimates on replenishment cycle**, follows up with suppliers
 - logically prepares **vehicle schedule**, maintains logistic flow and manages material movement.
 - Routinely through system raises **Issue Slip Posting, GRN and Reservation Checking** Note etc.
 - Responsible for maintaining stores & logistics related systems, processes and data as per **ISO 9001**
- Following Up with Suppliers for Timely get the materials.**
To Prepare All Stock Report and Same to Be Sent to Management.
To Prepare Non-Moving Materials Report.

Store In charge; - Pride Purple Infrastructure, Pune

March 23 to April 24

Responsible for maintaining stores and logistic related system
Materials issue posting in **ERP against BOQ and GRN.**
Ledger (Register) Maintain for all Basic and General Materials.
Undertakes Transportation Management and receipt of Goods duly checking and inward inspections.
Manage Key Routine Operations like raising **receipt/ issue** slip and checks the system accordingly.
Scrutinizes various documents like purchase order, Invoice, Delivery Challan, **Weigh slip**, GRN etc.
Lay out for new stores set up like tile go down, diesel room, stores office, scaffolding materials stock
To prepare daily **consumption report** and send to management.
To follow up with suppliers for timely delivered of materials.
Handling CP materials, Plumbing, PVC, UPVC, Electricals, Sanitary, wooden, tile materials.
Handling Tile grouting, wooden hardware, Electricals wiring, switch, sockets etc.

Store Coordinator: - Creative Constructions, Pune

Oct 21 -March-23

To Prepare Monthly MIS Report and present to management on every month.
Reconciliation of Cup lock Materials and prepared monthly Track Report of Materials.
Coordination between site to site and purchase department for materials delivery against indent.
Prepared monthly moving and nonmoving materials.
Vehicle arrangement for materials shifting from site to site.
To conduct Audit at every site on every month basis.
To following up for materials issue vs. debit note to the sub-contractors.
To conduct physical stock taking at every site on every month.
To prepared list of machinery which lying under repair and same to be discussed with management for further process.
Knowledge of PEB Materials like ISMC, ISMB, Precoated Sheet, Rock wool, Glass wool etc.

Knowledge of scaffolding materials (Cup lock materials)

Store In charge, Ratilal Bhagwan Das Constructions Company (RBCC), Pune

April 16- OCT 21

- Undertakes daily material **inward** and **outward** responsibility.
- Prepares detail **MIS report** for purview of the management. It gives clear understanding of inventory.
- Keeps track of material stocks, **intimates on replenishment cycle**, follows up with suppliers
- logically prepares **vehicle schedule**, maintains logistic flow and manages material movement.
- Routinely through system raises **Issue Slip Posting, GRN and Reservation Checking** Note etc.
- Responsible for maintaining stores & logistics related systems, processes and data as per **ISO 9001**
- to prepare **materials reconciliation** statement.
- Materials issue posting in **ERP against BOQ and GRN**
- Ledger (**Register**) maintains **for all basic and general materials**.
- To take **physical** stock of materials.
- To prepare **moving and nonmoving** materials report and same to highlight to the superior.
- To coordinate with suppliers, purchase dept, account dept.

To **prepare purchase Requisition in ERP**

Handling of High Thermal Insulation foam, foam Insulation Gypsum Board,

Executive-Materials Management (Stores) & QA/QC. -, Alfa Construction Projects,

Jan'08 -Feb16

- actively involved in planning, directing and maintaining efficient inventory operations
 - Undertakes transportation management and receipt of goods, duly checking and inward inspection. manages key routine operations like raising receipts/issues at production, allocating batch quantity of regular & discreet parts as per monthly/weekly plan
 - By Complying **Inventory Management System (FIFO)**, maintains the Sales Order & executes it.
 - routinely through system raises Issue Slip Posting, GRN and Reservation Checking Note etc.
 - scrutinizes various documents like **Purchase Order, Invoice, Octroi Receipts, Delivery Challan, Weigh Slips and GRN** etc.
 - Maintains detailed **data of the inventory in ERP (SAP)** system and monitors its replenishment cycle to raise a timely trigger to purchase department.
 - Handles inventory accuracy with zero variance by maintaining Perpetual Inventory cycle,
 - Liaisons with Quality Assurance, PPC, Production, Purchase, Accounts, Customs, Suppliers etc.
 - Devised efficient **Logistic Management** System, transportation of material at optimum level to facilitate staging from different warehouses
 - In continuous improvement, focuses on House-keeping, **5S**, Safety and efficient space management
 - Takes active role in ISO audits, ensures processes are aligned with the specifications.
 - Prepares **MIS report** of all the activities and discusses the same with superiors.
 - Conversant with Indirect taxation structure (Central excise, Custom duty, Sales tax and Vat)
- : Designed **concrete mix**, looked for any corrections required time-to-time.

Computer Proficiency

- ERP – **SAP** Advance Excel and Power Point – (VLOOKUP, HLOOKUP, Pivot etc.)
- MS-Office-2010 (MS Word, PowerPoint, Excel etc.), Windows 7, Vista, XP, 2000, 10

Extra-Curricular activities

Worked as an organizer for College Gathering Committee

Class	Board/University	Year of Passing
MBA (Materials Management)	MIT, Pune	March, 2014
B.sc	Nasik	2006
Diploma	Rahuri	2001
H.S.C	Nasik	1997
S.S.C	Nasik	1995

Personal Portfolio

Address: B7, Chandra rang Paradise, Javalkar Nagar, Pimple Gurav, Pune - 411027, Maharashtra. India.

Linguistic Abilities: English, Hindi, Marathi