

RESUME

1. PERSONAL DETAILS

NAME : **Shashikant Yadav**

Father's Name : **Mr.Uday Raj Yadav**

Address (Permanent) :-291,Mokalpur,Baizapur Rampur,
Jaunpur
U.P
222001

Temporary address : 101 A wing Aai Niketan, Aai Nagar Kalwa,
Thane, Maharashtra

Phone No. : Mobile-9960014126

Date of Birth : 10 August 1987

E-mail ID : shashimangal10887@gmail.com

Languages known : Hindi. English, Marathi

Marital status : Married.

2. ACADEMIC RECORD:

Name of Examination	University/Board	Month/Year of passing	Class
High School	U.P Board	JULY'2004	2 nd class
Intermediate	U.P Board	AUG'2006	1 ^{rst} class
Graduation	Purvanchal University	AUG'2009	2 nd class

Personal Skills

- Well Knowledge In SAP (MM Module)
- Well Conversant With Store Function
- Good Communication & interpersonal skills
- Hardworking & result oriented
- Decision making ability
- Ability to Co-operate under pressure &deal diplomatically
- Willingness to learn in team environment
- Able to prioritize job duties simultaneously
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3. EXPERIENCE :

1) Paper Land Private Limited

Period: 2007 to 2011

Position: Paper Cutting Machine Operator

Nature of Work:

- Weight calculation through GSM machine.
- Sample testing of all kinds of paper
- Paper slating Work.
- Ream packaging work.
- Paper cutting work of all sizes

1)Marvel Landmark Private Ltd.,Pune

Period: - 24th august 2011 to 2013

Position: - Store Assistant

Role: - project "**Marvel Arco**" since 24th august 2011 to October 2013 as Store Keeper.

Nature of Work:

- Preparing GRR & GRN
- Verifying Material Quantity Against P O
- Verifying Material Quality/ Make As Per P O
- Issuing Material By Checking Issue Slip In SAP
- Maintain Daily Inventory
- Maintain Daily, Weekly, Monthly & Yearly Store Report
- Facing Monthly Audit & Making The Report
- Daily Follow Up With Supplier For Timely Material Delivery
- Reporting To Store Manager.

3) Anjali Enterprises

Period: - 1st Jan 2014 to 30 July 2017

Position: - Ware House Supervisor

Role:

- Make Daily Report Of Material Inward & outward
- Make Delivery Challan & Bills For Suppliers
- Check All Inward Material Quality & Quantity.
- Send Daily Labour Report To H O

4)XRBIA DEVELOPERS PVT LTD, Pune
POSITION: - Store Keeper

Role: - Project “VANGANI ASHIYANA” since 29th Oct 2021 to Present.

Nature of Work:

- Preparing GRR & GRN
- Verifying Material Quantity Against P O
- Verifying Material Quality/ Make As Per P O
- Issuing Material By Checking Issue Slip In SAP
- Maintain Daily Inventory
- Maintain Daily, Weekly, Monthly & Yearly Store Report
- Facing Monthly Audit & Making The Report
- Daily Follow Up With Supplier For Timely Material Delivery
- Coordinate with Project About material consumption on time to time.
- Make plane for expired material consumption at project with project In charge.
- Create intercompany transaction in System for site to other site material transfer which was not usable currently at that site.
- Reporting To Store Manager.

PERSONAL OBJECTIVES:

“TO BECOME A SUCCESSFUL PROFESSIONAL IN THE FIELD OF STORE & TO BE PART OF AN ORGANISATION WHERE WORKING ENVIRONMENT FOSTERS A CONTINUOUS LEARNING PROCESS AND WHERE MY STRENGTH WOULD BE EXPLOITED FOR MAXIMUM MUTUAL BENEFITS”.

I declare that the information given is true and correct to the best of my knowledge

Place

Shashikant Yadav