



JAI BHATIA

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Mobile No: - +91-8989863955

OBJECTIVES: -

Looking full-time position of **STORES IN-CHARGE/ STORES MANAGER** in functional area of **STORES /WAREHOUSE /LOGISTICS** material management of an established organization with potential for a challenging growth-oriented position in a progressive company where I could contribute to the organization's success through my innovative Ideas to achieve excellence.

PROFESSIONAL EXPERIENCE:-

Having total all over **16+ yrs.** work experience for handling stores operation & material management in EPC organizations for turnkey infra. Projects through construction engineering & project management in India.

JOB PROFILE:-

Current Employer: - NNE LTD.

Designation: - Stores Manager

Location:- Panvel-Navi Mumbai

Period:- (Aug. 2017. --- Mar.2024.)

Job Profile: -

- Handling Stores Operations & Material management through Site Engineering /Project management for Construction of BIO- Pharma Enzymes Manufacturing Production plant for Clientside.
- To co-ordinate with purchase department through client & suppliers/vendor side for receipt of Pharma Production plant SS Type Equipment's at store site.
- Receiving of materials is duly supported by Consignment Note/LR, Packing List, Purchase Order, an Inspection note etc.
- Preparation of Store Inventory system on computerized using SAP (MM) Software.
- Generate Goods Received Note (GRN) for receipt of Pharma Equipment's materials from approves vendor/Supplier side against Invoices/Delivery challan.
- Keeping proper track record for sending of Way Bills, GRN, Excise documents to the Purchase and Account Dept.
- Ensuring that the stock doesn't exceed the maximum stock level or nor below the minimum level at anytime.
- Executing all the day-to-day Stores Function as per the SOP (Standard Operating Procedure).
- Controlling & Monitoring of Receipts, Issues, and Returns & Inspection of Materials.
- Physical Verification, Checking, Stacking of Materials according to Store Space management.
- Weekly Physical Stock Verification for reconciliation of Physical Ground Balance vs System Stock.
- Create all types of MIS Report like daily received & Issue materials report.

Previous Employer: - Jyoti Structures Pvt. Ltd

Designation: - Stores In-charge.

Location:- Lucknow. (up)

Period:- (Jan. 2015 --- June.2017)

Job Profile:

- Handling Stores Operation & Materials management through Site Engineering /Project management for Construction of **Rural Electrification (RE) for 33KV/11KV Power Transmission & Distribution Projects** under **RGVY** for the client Side -Madhyanchal Vidyut Vitran Nigam Ltd. (M.V.V.N.L) Luck now Division.
- To co-ordinate with purchase department and suppliers/vendor for receipt of material at site store.
- Generate GRN/MRN for receipt of 33KV/11 KV Power Transmission /Distribution Pole Erection Electrical material from approved Vendor against Invoice/Delivery Challan with Consignment Note/LR, Packing List, Purchase Order, an Inspection note etc.
- Prepare computerized Stores Operations using SAP (MM)for material planning& Inventory management.
- Ensure the quality & quantity of the In- coming material as per purchase order &BOQ with technical specification.
- Issuing material as per requisition Indent to site execution staff as per their requirement of material at execution site by project manager.
- Stores operations & supervision like loading and unloading of materials at site Stores.
- Updating In-Ward /Out-ward & Stock Ledger Books on receipt and issue of material with Physical Ground Balance.
- Reconcile the data of cumulative received quantity, issues with physical stock on monthly basis.
- Prepare DMR (Daily Material Receipt)list of materials and circulate to Project managers.
- Prepare Monthly Store Report and submit to project HOD and other related department.

Previous Employer: - Megha Engineering & Infrastructure Ltd.

Designation: - Stores In-charge.

Location:- Indoor- (mp)

Period:- (Nov. 2011. ---Dec.2014.)

Job Profile: :

- Handling Stores Operation & Materials management through Site Engineering /Project management for Construction of **Rural Electrification (RE)-33KV/11KV Feeder Separation Programmed (FSP) Power Transmission & Distribution Projects** for client Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Ltd Indoor Division.
- Generate GRN/MRN for receipt of 33KV/11KVPower Transmission & Distribution material from approved vender/supplier against invoice/delivery Challan with Consignment Note/LR, Packing List, Purchase Order, an Inspection note etc.
- Store the materials after inspection and segregation with proper location with identification tag.
- Responsibility for day to day store area is kept clean and free from hazards.
- Maintain the stock of materials as per SOP i.e. FIFO & LIFO method used as per materials property.
- Maintain Inward/Outward/Stock Ledger materials registers with physical balance on daily basis.
- Weekly physical stock verification for reconciliation of physical ground balance v/ s system stock.
- To prepare periodical stock statement for management and Audit purpose.

Previous Employer:- Krishna Petrochemicals Pvt. Ltd.

Designation: - Stores Executive.

Location:- Ahmadabad.

Period:- (Oct.2007. --- Sep.2011.)

Job Profile

- Handling Stores Operation & Materials management for loading and unloading of hazardous/ non- hazardous Petro-chemicals raw- materials at Site Stores.
- StoresPetrochemicalsraw-materialsafterInspectionandsegregationwithproperlocation with identification tag.
- Developing suppliers internationally for Petrochemical products and interacting for regular sourcing requirements.
- Finding suppliers through web browsing and other sources, search new vendors, float enquiries, follow up for samples collections.
- To coordinate with warehouses, vendors and other agencies like custom clearing agents, Shipping line agents, Inspection agencies for receipt of Petrochemicals raw materials at site stores.
- Obtaining shipping documents and other documentation, as required from vendor, shipping lines, forwarders and other agencies for invoice/delivery Challan with Consignment Note/LR, Packing List, against purchase order, and Inspection note.
- Responsibility for day to day store area is kept clean and free from hazardous Petro-chemicals.
- Maintain the stock of materials as per standard operating system.
- Weekly physical stock verification for reconciliation of physical ground balance v/s system stock.
- To prepare MIS report periodical & stock statement for Audit purpose.

KEYS SKILLS:-

- Stores operation/Inventory management /Material management.
- Material received/Material Inward/Material outward/Material Issue.
- Goods received note (GRN)/Delivery Challan/ Tax Invoice/Purchase order/E-Way bills/ Consignment note/Stock Ledger/Gate Pass Note/Physical Verification /Stock Report/Misreport.
- Raw materials of Site Engineering / Project Management.
- LIFO/FIFO as per SOP.
- Stock verification for reconciliation.
- SAP/ERP for Inventory Management.
- All OS Software, MS Office-Word/ Excel/ PowerPoint/Outlook.
- Leaders of Stores Department.
- Good team Handling & Communication skills.

ACADEMICS QUALIFICATIONS: -

- **MASTER OF BUSINESS ADMINISTRATION (M.B.A-FIN.)** from (IGNOU) New Delhi in June 2007 with 59.90 % - Grade B.
- **MASTER OF COMPUTER APPLICATION(M.C.A)** from (IGNOU) New Delhi in June 2004 with 59.83 % - Grade B.
- **BACHELOR OF COMPUTER APPLICATION (B.C.A)** from (M.C.R.P.V.) Bhopal in July 2000 with 59.90 % - Grade B.
- **HIGHER SECONDARY CERTIFICATE (H.S.C- PHY/CHE/MATHS)** from (M.P. State Board) Bhopal (M.P.) in March 1995 with 46.80 % - Grade C.
- **SECONDARY SCHOOL CERTIFICATE (S.S.C- ENG/SO.SC/MATHS)** from (M.P. State Board) Bhopal (M.P.) in March 1993 with 56.31 % -Grade B.

PERSONAL PROFILE: -

Name : - **JAI BHATIA**

Father's Name : - Late Shri Chandulal Bhatia

Date of Birth : - 30th Oct. 1981

Gender : - Male

Nationality : - Indian

Languages known : - English, Hindi, Marathi

PAN No- :- ALSPB5515E

AADHAR No- :- 6191 9922 2690

Email Id. : - **bhatiajai1977@gmail.com**

Present Address : - Shri Swami Samarth Co. Housings. Plot no-29,
Sector no-04, B-wing, Flat no-B-205, Karan
jade, Panvel, Navi Mumbai-410206.

Mobile No. : - **+91-8989863955.**

Notice Period : - Immediately Joining.

Place:

Signature of Applicant

Date: