

# Umesh Kharade

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## Summary:-

Looking for a challenging position and an active involvement in a reputed organization to serve to the best of my ability and performance. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee, multitasking and time management abilities, positive and memorable experience. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth. Hardworking and reliable Store Assistant with strong ability in inventory management.

## Skills:-

- |                         |                        |
|-------------------------|------------------------|
| 1) Stock Replishment.   | 2) Team Collaboration. |
| 3) Inventory Managemet. | 4) Store Maintenance.  |

## Experience:-

Store Executive 04/2024. Current.

Kamalraj Properties - Pune.

Site Work Experience

### 1) Akshardham Site (Charholi)

- Working In ERP In 4 Suit.
- Handeling Petty Cash.
- Issuing material to the concern department [i.e. Civil, Electrical, Mechanical & Plumbing] as per the requirement raised by the department through Sr.Site Engg
- Received deliveries from vendors and ensured proper storage in designated areas.
- Placed special orders or called other stores to find desired items.
- Proper maintenance of Fixed Assets like Machines, Shuttering Material by repairing & properly stocking
- Preparing & sending inventory report to senior

**Store Assistant 04/2022 To 04/2024**

**Vilas Javdekar Developers - Pune.**

**Site Work Experience –**

- 1) Yashwin Orizzonte Ph 1 & 2.
  - 2) Yashwin Enchante (Upper Kharadi).
  - 3) Palladio Kharadi Central.
- Sorted items into appropriate departments to ensure efficient store operations.
  - Stocked shelves, organized displays, and rotated merchandise for freshness.
  - Utilized inventory management system to track stock levels and replenish as needed.
  - Verified accuracy of incoming shipments by comparing contents against invoices and purchase orders.
  - Received deliveries from vendors and ensured proper storage in designated areas.
  - Performed daily opening and closing duties such as counting registers, setting alarms.
  - Communicated regularly with other store staff members to coordinate activities and resolve conflicts.
  - Attended team meetings to discuss current procedures and develop strategies for improvement.

**Store Assistant | 04/2015 – 03/2022.**

**Precast India Infrastructures Pvt. Ltd – Pune.**

**Site Work Experience –**

- 1) Royal Mudhol Hospital Swargate – 2 Years.
  - 2) Nalanda SEZ Blue Ridge Site Hinjewadi Ph1 – 3 Years.
  - 3) Whirlpool Site Ranjangaon Ph 1 & 2 – 2 Years.
- Maintained records related to sales for store management.
  - Watched for and recognized security risks and thefts to prevent or handle situations.
  - Placed special orders or called other stores to find desired items.
  - Organized store by returning merchandise to proper areas and restocked displays.

## **Education & Training:-**

**Kai.B.V.Rajebhosale Sr. & Jr.Collage – Khanota, Tal-Daund , Pune | 12<sup>th</sup> Art.**

**02/2015 | Percentage :- 68.77%.**

**Rashtrapita Mahatma Gandhi College – Khed , Tal-Karjat, Ahemadnagar | BA.**

Status:- Studying.

Computer Courses:- MS-CIT & MS-World Excell

### Work Responsibilities of Store:-

- Maintaining SAP module for stores & generate all MIS reports
- Receiving material as per purchase order & preparation of GRN after quality assurance
- Issuing material to the concern department [i.e. Civil, Electrical, Mechanical & Plumbing] as per the requirement raised by the department through Sr.Site Engg
- Contact with the outside vendors for procurement of the materials
- Preparing requisition as per movement of material
- Maintaining computer based data updates for the inward & outward materials, issued & received in the store as well as maintaining hard copies for further references
- Preparing & sending inventory report to senior
- Reporting to senior regarding movement of daily & monthly stock of the materials
- Binning of material in proper location
- Proper maintenance of Fixed Assets like Machines, Shuttering Material by repairing & properly stocking
- Providing statement for recovery of material from labour's or labour contractors who left the company

### Other Responsibilities of Store:-

- Receiving materials, proper stocking & recording of receipts
- Day to day recording of store material consumption
- Preparing & sending material received report to purchase dept
- Follow up from the purchase depart for pending PR material
- Follow up with material suppliers for timely supply
- Issue of materials as per the issue slip for different works
- Updating of records on display boards regarding the stock
- Checking of physical stock as per records
- Informing the status of balance materials to the concerned Engineer to raise further indent
- Collection of balance & unused materials at the end of working day
- Check the inward & outward material register of security gate on daily basis
- Check if night duty security guards posted at store yard has reported before leaving site for the day
- Keeping proper records of departmental tools, machinery etc. on site
- Maintaining records of cash purchase
- To keep records of electric & water bills

### Job Profile:-

- Man Power Planning, Motivation, Controlling & Training
- Knowledge in SAP, WPS, Excel, Protrak
- Making GRN, Invoices, PR, Consumption, Code Creation, Issue & MTN In SAP
- Indent follow up with purchase department
- Manpower Handling
- Knowledge of Mivan Material
- Can Independently Handle Site Store

## Personal Information:-

- **Date of Birth: 10/23/95**
- **Gender: Male**
- **Marital Status: Married**

## Languages:-

- **Marathi**
- **Hindi**
- **English**

## Hobbies and Interests:-

- **Reading**
- **Traveling**
- **Listening soft Music**
- **Playing Cricket**

## Certifications:-

- **Performer of the Quarter 22-23 at Vilas Javdekar developers**