

# CURRICULAM VITAE



**Name: JASHU KUMAR BHAGAT**

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**Mobile: ++91-7274044321.**

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## **Carrier Objectives: -**

To work as a responsible position in professional, growing organization where I can use my skill for the growth and development of the organization and myself with accepting the challenge.

## **Computer Knowledge: -**

Operating System: **MS-Office, Tally, SAP (S/4HANA 1809), SAP MM Module, SAP FICO Module End user.**

**Total Work Experience: -** Around **8+** Years

## **Current Assignment: -**

I'm Currently working as **Engineering Sr Store Executive** at **Green Gene Enviro Protection & Infrastructure Pvt. Ltd** at **Ahmadabad Gujrat**. From January-2023 to Till Date.

## **Work Experience: -**

**Company :-** GR Infra Project Limited  
From Oct2018 to May2022

**Designation: -** **Engineering Store Executive**

**Company :-** O Karla Builders at Delhi Developer Project (**3 years**)

**Designation: -** **Supervisor**

## **JOB PROFILE AND RESPONSIBILITIES:**

- ❖ Preparation of PR, Purchase Order, GRN, Sales Order, STO, Miro, Service Entry, Material Code Create In SAP.
- ❖ Posting in SAP of issued material against reservation on daily basis.
- ❖ Bill checking and verification of suppliers / contractors & forwarding to Accounts dept.
- ❖ Goods received against PO.
- ❖ 5 S Inventory system
- ❖ Vendor rate negotiation.
- ❖ Document verification.

- ❖ Material requirement planning
- ❖ Identify low-turn stock.
- ❖ Send Inquiry to vendor for material and service work.
- ❖ Prepare cost compression sheet.
- ❖ Use the FIFO Approach.
- ❖ Check Inventory physically verification every three month.
- ❖ To issue the material through proper authorized person with proper prescribed issue slip
- ❖ Material inventory in SAP.

#### **1. Material inward: -**

- ❖ Collect the Challan from Security gate and cross-check the Security Inward register.
- ❖ Check the Material specifications & quantity.
- ❖ Follow-up with suppliers and purchase Department for timely delivery of material.

#### **2. Documentations: -**

- ❖ Daily Critical Material report in sap.
- ❖ Monthly Budget management.
- ❖ Audit the physical balance with the ledger balance every month.

#### **3. Knowledge of Accounts: -**

- ❖ Sales invoice & E-way Bill.
- ❖ Check Entry & Audit.
- ❖ GST & financial analysis.
- ❖ Miro
- ❖ Patty cash & General ledger maintenance.
- ❖ Payment proposal
- ❖ Advance payment voucher
- ❖ Vender payment

#### **4. Knowledge of SAP: -**

- ❖ SAP MM Configuration

#### **Educational qualification:**

- ❖ • MBA (Pursuing) in Material Management from Dr. D.Y. PATIL VIDHYAPEETH, PUNE.
- ❖ • B.A (Economics) from C M Arts Collage Darbhanga IN Lalit Narayan Mithila University in Year 2018.
- ❖ • Higher Secondary (Commerce Account) (12th) in from Bihar Board Patna with 56.30% in Year 2015
- ❖ • High School (10th) in from Bihar Board Patna with 49% in Year 2013

#### **Personal Details: -**

- ❖ Father's Name : Ram Ashish Bhagat

- ❖ Date of Birth : 05-02-1996
- ❖ Permanent Address: Village Madhopur post banauli police station  
Simri Darbhanga Pin Code - 847428
- ❖ Nationality : Indian
- ❖ Gender : Male
- ❖ Religion : Hindu
- ❖ Marital Status : Married
- ❖ Language Know : English, Hindi,

**Skills & Strength: -**

- ❖ Negotiations skills & Decision -making.
- ❖ Leadership & multitasking skills.
- ❖ Good communication & organizational.
- ❖ Time management & vendor management.
- ❖ Accuracy in documentation.
- ❖ Critical & problem solving.
- ❖ Good listening & understanding capacity.
- ❖ Budgeting, reporting & bookkeeping.
- ❖ Tally, ERP & SAP MM Module.
- ❖ 5S & Lean-Tools.

**Declaration: -**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

(Jashu Kumar Bhagat)

**To**

**Subject An** Application for the Executive post in store & purchase.

Respected Sir.

I have come to reliable sources that there is a vacancy in your organization I will offer my candidature for the same for the above-mentioned post.

I hereby attach my complete resume for your kind consideration & I will produce all my original certificates at the time of personal interview.

I requested you to accept this application & consider my favorable for the post. I try my best to render my service to the entire origination.

Thanks & regards

Jashu Kumar Bhagat

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