

## **CURRICULAM VITAE**

Pradip Theng

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### **Carrier Summary** :-

More than Four years of work experience in inventory started as Assistant Storekeeper and later on good the responsibilities of independent Sr. Storekeeper . Possess good communication skills with a quick responsiveness to learn new technologies and ideas.

### **Carrier objective:-**

To be in an organization where I can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those I work for and I would like to rise along with the organization.

**Current Employer:** (1st June 2017 to till date)

M/s VARSA PLASTIC INDUSTRIES PVT.LTD.

**Designation:** Sr. Store Keeper (Role-store in charge)

### **RECEIVING** :

1. Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee
2. Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.
3. Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor.
4. Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.
5. Processes receiving and delivery for inventory and non-inventory items purchased by satellite warehouses.
6. Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase

### **MATERIAL ISSUE:**

1. Issues articles upon requisition; may use hand tools to cut stock to size prior to issue.
2. Stages most materials, supplies and equipment for crews.
3. Assembles materials from requisition forms; loads and unloads equipment and supplies from trucks.

### **MATERIAL ORDERING:**

1. Writes up purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for special jobs.
2. Co-ordinates with Engineering Department regarding materials for planned jobs. Works with Accounting Section concerning discrepancies in deliveries and to identify and anticipate problems regarding a transaction on a purchase or delivery.
3. Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards.

### **MATERIAL CONTROL:**

1. Performs the clerical checking of new stores as they are being received; may work outdoors or away from the supply yard i.e., may deliver parts to crews or other District facilities.

2. Performs clerical duties associated with storekeeping function.
3. Prepares form records and obtains necessary signatures for stock issued.
4. Labels items for storage as required; assists in filing receiving reports and requisitions.
5. Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.
6. Ensures the security of equipment and supplies kept in storage areas by locking up the equipment as needed.
7. Processes the return of materials to vendors or materials to be scrapped or junked.
8. Solves difficult problems such as tracing purchase documents or partial shipments.
9. Operates an on-line computer system to access, input, and change inventory data and related information; applies code number to materials and equipment from existing code system.

**Education Qualification:**

10th passed from MH. Board PUNE (I DIV)  
12th passed from MH. Board PUNE (I DIV)  
B.E. passed from SGBAU university Amravati (6.9)

**Personal Traits :**

Honesty, Sincerity, Time Punctuality

**Computer Skills :**

Microsoft Office XP, Microsoft Office 2000, MS Word, MS Access, MS Excel, Internet Explorer, Outlook,

**Software Skill :- :**

Focus System, Working knowledge & Development Access Applications, PHP & internet Applications

**Personal Profile :**

**Name** : Mr.Pradip Prabhakar Theng

**Fathers Name** : Shri.Prabhakar P. Theng

**Vill.** : Paithan

**Dist.** : Aurangabad

**State** : Maharastra

**Date of Birth** : 15-June-1991

**Marital Status** : Married.

**Language Known** : English, Hindi, Marathi.

**Nationality** : Indian.

**Religion** : Hindu

**Declaration :**

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

**Date :**

(Pradip Theng).