

Mohammad Imdad Ali



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City – Rajnandgaon
State - (Chhattisgarh)

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Objective:

Seeking a store manager position to continuously improve store performance through utilization of operational management skills.

Skills:

- Inventory management
- Material planning
- Material purchase
- Demand & supply management
- Vendor relations
- New project store setup
- Import material handling
- ABC analysis
- FIFO, LIFO & 5s system
- Leadership
- Communication
- Time management
- Adaptability and problem solving
- Negotiation
- Emotional Intelligence
- Technological proficiency
- Analytical thinking

Education:

- 2000 Grade 12th from Vishwadeep Hr. Sec. School, Durg (C.G.)
2005 B.Com from, Pt. Ravishankar Shukla University (Raipur)

Software:

Professional Software: **SAP R/3, SAP S4 HANA**

Computer Skills: **Microsoft Excel, Microsoft Word**

Languages:

Hindi, English

Work Experience:

Job profile : Sales Executive

**Company : Sharma Sales & Services (Bhilai), (C.G.)
(January 2006 to January 2010), 04 years.**

Key responsibilities:

- Sales, order taking and supply of industrial equipments (welding electrodes, bearings, welding machines to factories.
- Preparing material purchase and sales report, manual and system entry.
- Responsible for material stock maintenance, material quotation.

Job Profile : Office Assistant

**Company : Indian Agro & Food Industries (Rajnandgaon), (C.G.)
(March 2010 to March 2015), 05 years.**

Key responsibilities:

- Purchasing HSD (Diesel) & MS (Petrol) for company vehicles, poultry farms.
- Creation of Purchase Order, Goods Receipt Note, Invoicing, of diesel and petrol bills in SAP and material consumption posting.
- Creating fuel entry of vehicles in SAP and preparing vehicle average reports.
- Handling demand and supply of materials to all plants, company poultry farms, dairies, branches, corporate office, schools.
- Preparing material inward and outward report and material stock report.
- Responsible for timely repair and maintenance of company vehicles.

Job Profile: Store Executive (Production plant store)

**Company : Abis Exports (I) Pvt Ltd. (Rajnandgaon), (C.G.)
(April 2015 to March 2020), 04 years, 11 months.**

Key responsibilities:

- Preparation of daily GRN of material inward in SAP.
- Daily entry of material issue slips and material consumption in SAP.
- Maintain day to day stock report for purchase and issue material.
- Quantity and quality check of materials inward as per invoice.
- Proper identification of all materials in store, material tagging.
- Maintain minimum stock in store for all raw materials, consumable items, packing materials.
- Maintain the FIFO system and 5's in store.
- Handling material dispatch, material gate pass, material loading and unloading, proper inventory stock taking at the end of month.
- Ensure that store area is kept clean, tidy and free from hazards.
- Creation of purchase requisition of required materials in SAP.

Job Profile: Store Incharge (Project plant store)

Company : Abis Exports (I) Pvt. Ltd. (Rajnandgaon), (C.G.)

Projects :

- **(Poultry feed plant project), (Muzaffarpur), (Bihar)**
- **(Hatchery plant project), (Odisha)**
- **(Poultry feed plant & Hatchery plant project), (Lucknow)**
- **(Abis estate project), (Rajnandgaon), (C.G.)
(April 2020 to April 2024), 04 years.**

Key responsibilities:

- Responsible for overall operations and management of store & reports in SAP module of Feed plant and Hatchery plant project.
- Receipt and unloading of all project materials (Steel, Structure, Sheets, Silo materials, Import materials, Plant machineries and equipments, Store materials).
- Creation of goods receipt note (GRN) of invoices in SAP.
- Daily entry of material issue slips and material consumption in SAP.
- Creation of new vendors as per project material requirement (Diesel, Electrical, Mechanical, Stationery, General materials).
- Monitor day to day store operations, material requirement, material planning.
- Ensure that manual and system entries are updated on time.
- Check materials thoroughly for quantity, quality, specification & condition.
- Creating material indent of required materials, coordinate with purchase department for material update and timely vendor payments.
- Monitor and ensure accuracy of all inventory transactions and maintain records of all stock materials.
- Periodical stock verification and ensure correctness of stock at all times.
- Maintaining auditable filing system of all invoices.
- Proper coordination & communication with the unit team members for smooth running of store and warehouse..
- Ensure that physical verification is carried out of the entire inventory of store and warehouse every month end and resolve for inaccuracies if any & reporting to the concerned.
- Ensure that every material procured whether local or imports are quality certified by the respective user and there after inward document is prepared.
- Ensure that the materials are classified and stacked accordingly to its specification and location.
- Train store and warehouse employees and staff in all inventory control processes according to manual and update processes if required.
- Manage all communications with finance & accounts team as well as other user departments to cater the requirement of such respective teams on timely basis.
- Develop and implement the overall store strategy.

Name & Signature

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