CURRICULUM VITAE

Application for the "Asst. Manager / Dy. Manager / Manager - Stores"

Sampat Kisan Thopate

Flat No. 306, Sai Samruddhi Residency,
Lane No. 08, Kirkatwadi,
Tal: Haveli, Dist: Pune,
Pin: 411 024.

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Date of Birth	-	20th Dec. 1981
Marital Status	-	Married
Language Known	-	Marathi, Hindi, English
Blood Group	-	"B+"
Passport No.	-	**L3585872**

Worked with ERP/SAP/High Rise Modules

Working Experience:

--	**IVRCL Infrastructures & Projects Ltd.** IVRCL House # 35, Suyojana Soct., Koregaon Park, Pune	**May-2007 to April-2012**
--	**Manav Group** CRU Mall, Gangadham Road, Bibvewadi, Pune	**May-2012 to June-2017**
--	**S J Contracts Pvt. Ltd.** 305/308, Amar Business Park, S.No. 105, Baner, Pune	**Oct-2017 to May-2021**
--	**Rohan Builders & Developer Pvt. Ltd.** 1, Modibaug, Near Agricultural College, Shivaji nagar, Pune	**July-2022 to Aug-2023**
--	**Nyati Group** Nyati Unitree, Near Gunjan Theatre, Nagar road, Yerwada, Pune	**Sept-2023 to May-2024**

Job/Key Responsibilities:

A. To make available necessary materials required by site in time

1. To obtain material requirement plan.
2. To raise and process indents in ERP as per material requirement plan.
3. To co-ordinate with purchase department and suppliers for receipt of material and escalate as necessary.
4. Organizing for Inspection of incoming material for quality and inspect if necessary.
5. Ensure the quantity/Quality of the incoming material as per purchase order.
6. Issuing material to site execution staff as per their requirement.

B. **To effectively manage and document all day-to-day material transactions at site as per ISO and ERP requirements**

1. Receiving and recording all incoming materials on daily basis.
2. Updating stock register on receipt and issue of material
3. Preparing GRN of incoming material in ERP.
4. Preparing reports like material inspection, shelf life materials list etc as per ISO procedure.
5. Reconcile the data of cumulative received quantity, issues with physical stock on monthly basis and report to those concerned.
6. Take necessary corrective actions with reference to stock records as authorized by the project manager.
7. Maintaining DMRC (daily material receipt) register.
8. Issuing and recording materials to site as per there requisitions along with delivery challans.
9. Preparing issue note of material issued to site in ERP.
10. Issuing debit notes to sub agencies wherever applicable.
11. Arrange inter-site transfer and updating the stock transfer record in ERP.
12. Timely loading, unloading, shifting material as directed.
13. Maintaining re-order level as per guidelines given by project manager.
14. To maintain, record and report the status of client supplied material as per ISO procedure.
15. To maintain record and report of separable material at site.
16. Provide documentary support for claims.

C. **To ensure proper storage of all assigned materials**

1. To plan the layout of the stores and storage yards in consultation with project manager.
2. Ensure adequate arrangements for storage, material handling and shifting etc.
3. To ensure safety and security of the stored material.
4. Storage as per norms and tagging them.
5. Housekeeping of the stores.
6. Report on damaged items and arrange for necessary actions as directed.

D. **Ensure proper site closure by demobilizing balance materials**

1. To accept and store scrap and other discarded materials and arrange for their disposals as directed.
2. Arrange inter-site transfer and updating the stock transfer record in ERP.
3. Final material reconciliation.

Inventory Control Reports :s :

- Material Inward / Outward / Transfer Statement
- Item wise Stock Statement (Monthly/Quarterly/Yearly)
- Fix Assets (Capital Item) Statement
- Quantity Reconciliation of Major Materials
- Physical Verification Statement
- Material Receipts Statement (Supplier/Item wise)
- Material Issue Voucher Statement (Contractor/Item wise)
- Material Return Statement / Stock Transfers/Receipts Statement (Site to Site)
- Non-Moving Materials Statement

Software Skill Sets :

Operating Systems	:	Windows XP/7.0/8, Tally 9
Database Systems	:	Oracle 8*i*, SQL Server 7.0, MS-Access 97
Programming Lang.	:	FoxPro 2.5, COBOL, Visual Basic 6.0, C, C++
Network	:	Internet, E-Mail
Hardware	:	Setup, Assembly and Fault finding

Educational Qualification :

-- Passed **S. S. C.** Year-1997 securing **"Second Class"**

-- Passed **H. S. C.** Year-1999 securing **"Distinction"**

-- Completed **Industrial Training Institute (I. T. I.)** in the Year-2000, Aundh, Pune
   Course Name (**Computer Operator & Programming Assts.**)

-- Typing speed **30 W.P.M.** (English)

-- Completed **Advance Diploma in Computer Application** in

   Information Technology Group **(I. T. G.)**, Dhankawadi, Pune

-- Completed **Diploma in Material Management** at **MIT Distance
   Education**, Year-2015, Kothrud, Pune

     I declare that the statement furnished by me in this form is correct to the best of my knowledge & nothing has been concealed.

Date :

[Sampat Thopate]