



# SAPAN KUMAR

55-A VINAYAK NAGAR  
SIKANDRA AGRA U.P.  
282007

## STORE IN-CHARGE

 (+91) 8218316736  
(+91) 8958838289

 sapankumab@hotmail.com

## EDUCATION

March 2012  
**Polytechnic In Civil Engineering**  
(IASE University Rajasthan)

**High School and Intermediate**  
**Board U.P.**  
Intermediate, in Science Stream.  
March 2010

**High School and Intermediate**  
**Board U.P.**  
High School.  
March 2008

# RESUME

## CAREER OBJECTIVE

Looking for a challenging career which demands the best of my professional ability in terms of technical and analytical skills and helps me in broadening and enhancing my current skill and knowledge.

## PROFESSIONAL EXPERIENCE

### Murari Lal Singhal (Govt. Contractor)

(Government Medical College Karouli Rajasthan)  
**Store In-charge** (SEP. 2022– Present)

- Make DPR Everyday.
- Efficiently manage all construction materials
- Manage Diesel Requirements.
- Conducted store inventories Every Month.
- Make Debit Note Every Month.
- Inform to Project Manager within 15 days Material Requirements.

### Gayatri Projects Limited

(Four laning of Buddhist Circuit NH-82 (Gaya – Bihar Sharif) from section 000.000 to 92.935 kms. in the state of Bihar Funded by JICA.)  
**Store Assistance** (MAY 2017– AUG. 2022)

- Returned debit and credit payments with accuracy rate.
- Implemented daily operating procedures to keep store clean, adequately stocked and well-organized.
- Submitted reports to senior management to aid in project decision-making and planning.

### Prerna Construction Pvt. Ltd.

(Manglam Group), Agra U.P.  
**Store Assistance** (OCT- 2014 – MAY-2017)

- Duplex villa Manglam Nilay Shastripuram Agra.
- Multi Story Building in Manglam Aadhar Shastripuram Agra.
- Material Issue as per Requirement on Site.

## RELEVANT SKILLS

- Computer Proficiency and Microsoft Office.
- Strong Communication and Interpersonal Skills.
- Adaptable and Flexible.
- Financial Recordkeeping using ERP Software.
- Inventory Management.
- Scheduling and Time-Tracking.

## PERSONAL PROFILE

---

Father's Name	Munna Lal
Date of Birth	22/06/1993
Sex	Male
Marital Status	Married
Languages Known	English, Hindi

## DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place:  
Date:

SAPAN KUMAR