**SURYAKANT MOZAR**

**E-Mail:** [suryakantmozar@yahoo.co.in](mailto:suryakantmozar@yahoo.co.in)**; Mobile No.: 9767289994**

Seeking assignments in store management and Purchase with a reputed organization.

Location Preferences: Dubai and Nearby Areas.

**Profile Snapshot**

* 14 years of experience in the store management and Purchase.
* Presently associated with Dabur Naturalle LLC., UAE as Store officer.
* Timely submission of reports to Plant Head as well as to the Management as & when required.
* Shall have good commercial acumen, excellent negotiation skills to deal with transporters and obtain best rates
* Need to be excellent in core function, tally and ERP, SAP as well.
* Ensure a smooth working setup. Vendor development.
* Possess good interpersonal, analytical and problem solving skills with a willingness to learn

**Work Experience**

**Since Feb’18 Dabur International LTD., Dubai( UAE ) ( as Store Officer ).**

Accomplishments

* To maintain all record in system. E.g. GIN preparation, raw material issue slip.
* Maintain order level inform purchase or respective dept. for material shortage.
* Follow up with the customers for dispatch clearance.
* Arrangement of Vehicle for dispatch as & when required.
* Periodic Stock Verification.
* To maintain the scrap yard as per requirement.
* Monitor & Maintain Inventory.
* Supervising packing, loading, unloading, dispatches etc.
* Documentation of store record keeping & Periodic report generation.
* Dispatch of material as per invoice.
* Maintain store as per ISO/5S systems.
* Handling material storage, Developing PR, PO Developing comparison sheet for procurement,

Releasing PO, Developing work order, Using ERP, Follow-up Suppliers.

* Handling Manufacturing & Administrative Purchase Ordering, Bill Passing record, Store In-warding and Out-warding Procedures, Transportation and Delivery Co-ordination with Vendor.

**April’12 to Feb’18 Rochem Green Energy Pvt. Ltd., Pune as Store Incharge**

**(It is a gas based 10 MW Power Plant).**

Accomplishments

* Handling material storage, Developing PR, PO Developing comparison sheet for procurement,

Releasing PO, Developing work order, Using ERP, Follow-up Suppliers.

* Handling Manufacturing & Administrative Purchase Ordering, Bill Passing record, Store In-warding and Out-warding Procedures, Transportation and Delivery Co-ordination with Vendor.
* To maintain all record in system. E.g. GIN preparation, raw material issue slip.
* Maintain order level inform purchase or respective dept. for material shortage.
* Follow up with the customers for dispatch clearance.
* Arrangement of Vehicle for dispatch as & when required.
* Periodic Stock Verification.
* To maintain the scrap yard as per requirement.
* Monitor & Maintain Inventory.
* Supervising packing, loading, unloading, dispatches etc.
* Documentation of store record keeping & Periodic report generation.
* Dispatch of material as per invoice.
* He shall be handling asst. Store keeper team of 4 workmen and shall be able to train them to develop good team, set processes and establish performance.
* Maintain store as per ISO/5S systems.

**May’08 to April’12 Span Associates, as Store Incharge**

( It is Conveyer and filtration system manufacturing company)

Accomplishments

* Maintenance and proper upkeep of the Store.
* To coordinate with planning & production department daily.
* To maintain all record in system. E.g. GIN preparation, raw material issue slip.
* Periodic Stock Verification.
* Handling material storage
* Handling Manufacturing & Administrative Purchase Ordering, Bill Passing record, Store In-warding and Out-warding Procedures, Transportation and Delivery Co-ordination with Vendor.
* To coordinate with planning & production department daily.
* Monitor & Maintain Inventory.
* Documentation of store record keeping & Periodic report generation
* Supervising packing, loading, unloading, dispatches etc.
* Documentation of store record keeping & Periodic report generation.

**May’06 to May’08 Indo Schottle auto spare parts ltd as a Store Keeper (2 Year)**

Accomplishments

* Maintenance and proper upkeep of the Store.
* To maintain the stock of consumable raw material & maintenance spares as per minimum stock level.
* Procurement of material which was subjected to standard store item i.e. gas cylinder, contact tips etc.
* Timely submission of reports to Store Incharge.

**Education**

* B. com from Pune University in 2006.
* Diploma in Material Management.

**Course Attended**

* MS-CIT, Tally-9, Knowledge of SAP & ERP.

**Personal Details**

Date of Birth:- 20 th Oct 1983.

Languages Known:- English, Hindi & Marathi

Gender / Marital Status:- Male / Married

Nationality:- Indian

**Address:**

Permanent & Present Address:-

Flat No. 314, Sr. No. 39/26,

Hamy Residency, Datt Nagar - Ambegaon Road,

Ambegaon BK Pune : - 411046.

Maharashtra, India.

**Place: - Pune**

**Date**: - **Suryakant Mozar**