

CURRICULUM VITAE

Mr. Appa Nana Garad
At-Post-Patas Avhad Nagar Lane No-2
Dist.-Daund, Tal-Pune Maharashtra
Pin-412219
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Career 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.

- Years of Experience: **8+ Years**
- Post Applied For: Store Manager

Skills and Knowledge: -

<ul style="list-style-type: none">• SAP MM Module• Inventory Management• ERP System• Administration	<ul style="list-style-type: none">• SAP PP Module• SAP PM Module• Tally• Material Management
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Profile Description: -

- An experienced Senior Store Executive with 8+ years of experienced in Engineering Stores with experience in SAP (SAP PM, PP & MM Module).
- Highest Qualification: **MCA** (Master in Computer Application)

Work Experience: -

1. Company- Shelke Constructions Private Limited.

Duration- Oct 2022 – Till Date

Designation- Senior Store Executive

Location- Sant Tukaram Maharaj Palkhi Mahamarg - NHAI-MH-965G Package-I.

Area-Construction Business mainly Construction of Road & Bridge Development.

Key Roles and responsibilities held:

- Receive the bill along with material
- Verify whether purchase order no. mentioned in respective bill
- Verify the quantities as per respective purchase order or bill
- Record the shortage /excess of quantities in the material receipt note
- Prepare receipt note as per the bill
- Make the entries in respective incoming register
- Intimate to the respective inspection team
- Take material issue slip from authorized person
- Issue Proper material by checking quantities

- Use FIFO method for material issue
- Maintain issue book properly
- Minuses stock & update
- Keeping all types of Civil Material record.
- Purchase order against material received checking & inform to HO office.

2. Company- Modern Road Makers Private Limited

(Subsidiary of IRB Infrastructure Developers Limited.)

Duration-May 2015 – Oct-2022

Designation-Stores Officer (O2)

Location-4th Lane Solapur -Yedashi BOT Project [Under NHAI]-Maharashtra.

Location-4th Lane Karwar –Kundapur BOT Project [Under NHAI] - Karnataka.

Location -4th Lane Talegaon-Amravati BOT Project [Under NHAI] - Maharashtra

Area-Construction Business mainly Construction of Road & Bridge Development.

Key Roles and responsibilities held:

- Prepare monthly store summary in date wise Excel Sheet & SAP System report for all materials.
- Prepare daily & monthly Lubricant details (receive, issue, closing) in SAP.
- Tracked the arrival of recently ordered materials.
- Arrangement of Transport for job work material/Repairing Material.
- Making Goods Receipt Note for all materials receiving from Supplier.
- Maintained updated inventory records and placed new orders as necessary.
- Prepared required shipping documents and coordinated deliveries with vendors.
- After all Invoice PR, PO, GRN process completed then making IOC of all invoices & submit to account department & receipt for the same.
- Maintain lubricant (oil) record in SAP as well as MS Excel.
- Every week lubricant physical stock checking & cross check in SAP system.
- Timely checking purchase order status & report to Head of operation.
- Handling Plant Production (PP) Module in SAP.
- Handling Plant Maintenance (PM) Module in SAP.
- Handling Material Management (MM) Module in SAP.
- Creating Service Entry after completion of work.
- Create G.R.N. (As per physical checking) and GRN bill send to account dept. Physical checking of material (as per invoice) and materials informed to purchases dept. (as per received short and access Quantity).
- Answering questions regarding procedures and resolving issues that may arise on receipts, deliveries, warranties, repairs, and surplus supply.
- Prepare Monthly & Annually Material consumption & requirement reports.
- Preparation "Daily Receipt Report" & email to user/indenter with looping to HOD.
- Materials issuance to user as per issue slip & stock availability.
- Maintaining Stock Report for Consumables and Packing material.
- Prepare Gate Passes& daily checking Security gate entry register.
- Disposal of Scrap Materials: Proper disposal of Scrap Materials by following all necessary 'Internal Audit Procedures' & Proper Commercial evaluations to be done before liquidation of any Scrap Materials.
- Check Material, Quantity, Model No, E-way Bill, Pan No, and GST No as per Invoice.
- Handover the material for QC inspection with Invoice.

- Physical Verification of Stock
- Organize the day-to-day stores and purchase works of all materials incoming outgoing
- All stores' ledgers updating manual / computerized and reconcile
- Generating Various reports like daily consumption, Monthly receipt
- Yearly work stock valuation, Inventory control, record keeping
- Monthly reconciliation of material with production department.
- Supplier's bill checking with physical material received.
- Physical verification of stock. Receipt and issue of materials
- Proper storage and codification of materials to ensure good housekeeping.
- Indent follow up with purchase department
- Submit monthly reports to Store In charge i.e. monthly stock statement, material received

Instrument Handled: -

- Auto mobiles - Vehicle Spares Part, Tyre, Tools, Lubricant, Crusher plant, Hot Mix plant, RMC plant spares.
- Raw Material - Steel, Cement, Bitumen, FO, all type aggregate & River Sand, & Machinery & All Vehicle Diesel.
- Hardware material, Plumbing material, office Stationery, miscellaneous material.

Educational Qualification: -

Examination	Year	University	Percentage
MCA	2014	Solapur University,Solapur	70.68%
BCA	2011	Tilak Maharashtra University, Pune	70.08%
BA	2011	Solapur University,Solapur	61.76%
HSC	2008	Pune Board	73.33%
SSC	2006	Pune Board	50.13%

Additional Qualification: -

- Maharashtra State Certificate in Information Technology [MS-CIT] Year-2006.

Computer Skills: -

- Well knowledge about SAP Operating System. (In Industry Level).
- Knowledge of Microsoft Office XP, MS Word, MS Access, MS Excel, Internet Explorer, Outlook.
- Tally ERP 9.0
- SAP system (SAP PM, PP, and MM Module) on different transactions.
- Database: - Oracle10g/11g, MS- Access, MYSQL.
- Concepts: - Oops, RDBMS, SE, CN, OS, STQA.
- Operating Systems: - Windows XP, Windows 7, Windows 8, Windows10 etc.

Strengths: -

- Time Management.
- Quick learner and decision maker.
- Team oriented organized and manage time well.
- Positive Attitude Creating a positive work environment.
- Responsibility at working time.

Hobbies: -

- Sports
- Travelling
- Reading
- Community Involvement

Extra-Curricular Activities: -

- Presented paper on “LTE 4G Technology “in National conference NATCON BLAZE-2012. Organized by Sinhgad Institute of Business Management, Kamlapur.
- A participant in various Colleges’ activities like Programming Competition.
- A participant in various colleges’ activities like Debate Competition.
- A participant in various colleges’ activities like System Analysis & Design.

Personal Details: -

Name : Appa Nana Garad
Father’s Name : Nana Limbaji Garad
Date of Birth : 15 Oct 1990
Email ID : appagarad10@gmail.com
Marital Status : Married
Sex : Male
Category : General
Relation : Hindu
State : Maharashtra
Nationality : Indian
Language Known : Marathi, Hindi & English

Declaration: -

I hereby declare that all the above information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

Place: -

Yours Faithfully,

Date: -

(Appa Nana Garad)