**CURRICULUM VITAE**

 **Mayur Hiraman Kamble**

 **Mobile No.:-**7972157061

 **Email: -**mayrkamble5703@gmail.com

**Career Objective**

* To serve the organization with the best of my knowledge & not to leave any stone unturned in the duties assigned to me**.
Career Synopsys**
* A Positive Attitude.
* An effective communicator with strong abilities in relating to people.

**Work Experience**

* Having 11 Years in Construction Company with Residential Project &commercial Project &Spare part store &Rmc Plant Store.
* Presently working with Bhandari Associates As store Incharge.

**Project Details**

* Work at M/s Achalare Associate at My world Baner, Pune. From 2010to 2013.
* Work at Kalamkar Motors Baner, Form 2013 to 2015.
* Work at Achalare Relators Pvt.Ltd.atJ.M.Road Pune. From 2015 to 2019.
* Work at Gateway Constro Products Pvt ltd.punawale from 2019 to 2021.
* Work at Bhandari Associates from 2021 to till date.

**JOB PROFILE**

* Preparing of indent of material as per site Engineers, Supervisors requirement & send it

to purchase Department at H.O. / R.O. After sign by site in charge / Project Manager.

* Take receipt of material purchase by purchase department, at the time of receiving material strictly follows the rule of Six ‘R ‘that is 1) Right Material 2) Right Quantity 3) Right Quality4) Right Prize

 5) Right Time 6) Right Vendor

* Preparing GRN of Received Material
* Making proper Stacking of material using store rack. Identify & classify the received material according the nature of material by using tag or sticker
* Checking of bill of suppliers as per company rule (Purchase Order)
* Issue the purchase material at site through materials issue slip, which sign by authorize Person decided by site incharge / Project Manager.
* Randomly checking of the physical stock of material with stock ledger within a week time
* Making & submitting of all report to H.O. / R.O. as per company management’s requirement.
* Look after wastage of Material.
* Inform the condition of Machinery to concern Engineers.
* Maintain the record of empty cement bags & scrap steel.
* Follow up of material to suppliers after issue Purchase order to Supplier.

**Preparing Reports**

* Daily store report.
* Monthly stock statement.
* Separable Material at site.( Every 15days)

 **Maintain the Register**

* Diesel Consumption Register
* Contractor Material Issue Register.
* Empty Cement Bags register

**ACADEMIC QUALIFICATION:**

|  |  |
| --- | --- |
| **Exam** | **University / Board** |
| S.Y.B.A. | Pune University |
| H.S.C. | Maharashtra Board |
| S.S.C. | Maharashtra Board |

**PROFESSIONAL QUALIFICATION:**

* MS office
* ERP Software ( IN4Suit )
* ERP Software ( GST Udyog )
* ERP Software (High Rise)

**Languages Known**

* English, Hindi, Marathi

**Strength**

* Smart working, Positive thinking

**Hobbies**

* Swimming, playing cricket, Singing,reading

**Personal Dossier**

* Date of Birth: - 8thJuly 1990.
* Marital Status :- Married
* Nationality :- Indian
* Address :- At.Shivkalyan Nagar , Sutardara ,Kothrud ,Pune – 411038.
* Date:1
* 22/11/2023.
* Place: Pune.

Signature

( Mayur H .Kamble )