

**Pankaj Kumar Sharma**  
**Vill Sounasi Post Anantram Dist Auraiya Uttar Pradesh Pin:- 206128**  
**Email: - [Pankajsharma55298@gmail.com](mailto:Pankajsharma55298@gmail.com)**  
**Phone: - 9045653041**

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#### **Objective:-**

- To take the job with great responsibility and do work hard for Concern. To seek a challenging position in a growth oriented organization, where I could express my creative and analytical mind in conjunction with company's goal and objectives. I am confident to take new responsibilities.

#### **Experience:-**

1. 4 Years' Experience in **MONTE CARLO LIMITED** as a Computer Operator (Store) 2015 To 2018.
2. 2 Year Experience in **SADBHAV ENGINEERING LIMITED** as a Junior Executive (Store & Material) 2018 To 2020.
3. Working in **G R INFRAPROJECTS LIMITED** as a Junior Executive (Store) 2020 To Till Date.

#### **Education Qualification:-**

- High School Passed in 2010 with 53.5% from UP Board Allahabad.
- Intermediate Passed in 2012 with 59.6% from UP Board Allahabad.
- B.A. Passed in 2015 with 51.33% From CSJM University Kanpur.

#### **Additional Qualification:-**

1. Six Month Computer Diploma in Itizen Program 2011 from ILearn Asia Pacific Learning Ltd New Delhi.
2. Six Month Diploma in Bio-Metric Operator 2014 from National Skill Development Corporation New Delhi.
3. Six Month Computer Diploma in Course on Computer Concepts 2015 from NIELIT New Delhi.
4. One Year Advance Diploma in Computer Application (ADCA) 2018-2019 from Nilkanth Computer Institute Mahewa U.P.

#### **Software Knowledge:-**

- ERP
- SAP
- Microsoft Office
- Operating System Windows XP,7,8,8.1,10

#### **Key Knowledge:-**

Store Handling, Material/store reconciliation, Inventory Control, Purchase, Vendor Handling, Physical verification of material, passing the bills of supplier.

#### **Job Responsibility:-**

Managing all the warehouse activity (supply chain Management) and responsible for goods received and goods received notes.

Establishment of Store as per the volume of material indicated in Contract and in line with the discussion with Project Head.

- Approval process of Layout Plan for Store Understanding Bill of Materials and Technical Specification of all materials being received & issued at store.
- Procurement of material with proper negotiation, comparison & approval from competent authorities for project purchases.
- Receipt of material from vendors as per the specification & terms and conditions of Purchase Orders.
- Unloading of material at store as per the standard material handling procedure and stacking / storing of material as per the approved Layout Plan.
- Inspection of material thru QA/QC for quality & specification checks
- Creation of Material Receipt Note as per the physical receipt and certification from QA/QC.
- Issue of material to project sites in time after receipt of approved indent from Engineer In-charge / Planning Engineer.
- Internal Control of Store for effective operation of store keeping
- To be through in Inventory Planning & Control at store.
- Maintaining a perpetual inventory control, including frequent posting and reordering subject to other guidelines for site level procurement.
- Formulating and implementation of appropriate store keeping procedures and methods, recommending means of alignment of services to operating needs.
- Coordination with Planning Engineer and Project Manager for construction plan and subsequent requirement of materials.
- Preparation of Monthly Stock Statement and communicating to Project Team.
- Documentation of all store records and its updation on daily basis. Material Requisition, Purchase Order, Material Receipt Note, Delivery Challan, Indent, Gate Pass, Goods Inward Register, Free Issue Register, etc.
- To be thorough on Terms & Conditions of Work Order & Purchase Order of Vendors
- Preparation of monthly Bulk Material Reconciliation considering the theoretical consumption
- Physical Store Verification to be done on monthly basis.
- Controlling on idle inventory, avoidance of accumulation of non-moving items at store and reduction of Working Capital.
- FIFO System for Fast Moving Material.
- Real Time Transaction in Sap.
- **Data Capturing of all operation Activities in the store in SAP software online like SAP software online like**
  - Vehicle on transfer report, Vehicle handling, Vehicle Arrived and Dispatch verify the STN(Stock transfer note) verification,
  - Purchase Accounting. (In this bill check as per PO and bill passing after that GRN prepared and feeding in software.
  - Working of ERP Software:--
  - Supplier Master, Site wbs master , Item master
  - Purchase - Indent , Purchase Order, Transporter work order , Request for Quotation and Quotation, Requisition for hiring equipment, Import purchase order, Order for hiring Equipment, Fabrication work order , Work order for Repairs and service of item, Security work order etc.
  - INVENTORY – Inspection note , Goods Receipt note , Cash goods receipt note, Goods Issue note, Store Transfer note, Project transfer store , Issue Return note, Material Return to vendor, Dispatch Challan, Transit Store transfer note, Inspection for hiring Equipment, Inspection note (Manual), Goods Receipt note (Manual), Inspection for Repair and service, Customer free Issue note, GRN for Hired plant and machinery etc.
  - RUN REPORT - Report on purchase, Report on Tax, Report on plant & machinery etc.
  - PLANT & MACHINERY – Log book Entry, Machine Transfer note, Request for transfer, Hired Equipment Report, Approval for transfer Installation of Assets, Issue of Assets, Summary Report etc.

## Area of Strength

- Quick Learner
- Team-Worker
- Leadership Skill
- Good Communication Skill
- Smart & Hard Worker
- Good Management Skill

## Proficiency in Language:-

- English
- Hindi

## Personal Details

- Father's Name : Ramesh Chandra Sharma
- Date of Birth : 15 July 1994
- Gender : Male
- Marital Status : Unmarried
- Nationality : Indian
- Permanent Address : Vill Sounasi Post Anantram Dist Auraiya Uttar Pradesh Pin: - 206128

## Other Details:-

- Current CTC : INR 2.76 lacs.
- Expected CTC : Negotiable
- Notice Period : 15 Days
- UID : 654963485433
- Pan Card : HWFPK2060G
- Mail ID : Pankajsharma55298@gmail.com

I hereby declare that the above stated details are true & correct to the best of my knowledge.

**(Pankaj Kumar)**