

# RESUME

## **Rakesh Pradhan**

S/O- Baman Charan Pradhan

At- Jamudanda (Ghodansha)

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State- Odisha

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### **CAREER OBJECTIVE:**

Seeking a challenging career with an organization. A highly organized and hardworking individual looking for a responsible position to gain practical and professional experience. To make use of my interpersonal skills to achieve goals of a company that focuses on fulfilling the expectations of the organization as a part of it.

### **EXPERIENCE: 6+ years of experience in Commercial and Material Department.**

Organisation Name	Designation	Department	Joining Time	Leaving Time
Beml Ltd, K.G.F Complex, Karnataka, India	Graduate Apprentice Trainee	Production Control	March 2016	March 2017
Vinumac, Bengaluru, Karnataka	Production & Planning Engineer	Production & Planning	April 2017	December 2018
Godrej & Boyce Mfg. Co. Ltd, Keonjhar, Odisha	Store Assistant	Logistics and Warehouse	February 2019	August 2020
Chloride Metals Ltd, Haldia, West Bengal	Officer - Stores	Commercial	September 2020	August 2021
Landis + Gyr Ltd, Kolkata, West Bengal	Engineer - Stores	Supply Chain Management	August 2021	Till Date

### **EDUCATIONAL QUALIFICATION:**

- ❖ Passed Matriculation under BSE, Odisha in the year 2009 with 49.8%
- ❖ Passed Diploma under DRIEMS, Cuttack, Odisha in the year 2012 with 71.8%
- ❖ Passed B.Tech under GIET, Gunupur, Odisha in the year 2015 with 7.8 CGPA.

### **EXTRA QUALIFICATION:**

- ❖ Completed the learning and training assignments in all the associated company (BEML Ltd, Godrej & Boyce Mfg. Co. Ltd, Chloride Metals Ltd and Landis + Gyr Ltd)
- ❖ Completed 1 month of Internship Training in Machine Shop at SAIL Rourkela (Rourkela steel plant).
- ❖ Completed 1 month of Auto-CAD training under Twintech Autodesk Authorised Training Centre.
- ❖ Completed 1 month of Power plant training under OMSPTRI.
- ❖ Completed Auto-Mobile engineering workshop under GIET, Gunupur.

## **PROFESSIONAL SKILLS & KEY AREAS OF EXPERIENCE:**

- ❖ Preparing GRN in ERP (SAP s/4hana, SAP ECC, ENE Prosoft) for all the incoming material with respect to physical verification and timely submission of all the original invoice to accounts.
- ❖ Issuing material to the OSP vendors for job work and issuing material to different department for production(operation), maintenance and rework etc.
- ❖ Issuing kit to the OSP vendors in proper time frame and maintaining FIFO during issuance.
- ❖ Finalizing reconciliation sheet for physical availability material at OSP location with System stock Monthly and Quarterly.
- ❖ Dispatching NQC (Non-Quality controlled) and RTV material to vendors with RTV delivery challan and with correct quantity.
- ❖ Preparing Delivery challan, Waybill and Material Gate pass for all the outgoing materials.
- ❖ Preparing TAT (Truck Turnaround Time) report for all incoming and outgoing vehicle and analyzing the same.
- ❖ Make Gate entry for incoming materials with respect to invoice and delivery challan after complete verification with Purchase Order.
- ❖ Make service sheet entry for department expenses with respect to vendor invoice after verification with Service Order.
- ❖ Preparing aging report of the inventory and identifying moving, slow moving and non-moving materials and reducing non-moving and dead inventory.
- ❖ Identifying self-expiry material stock regular basis and inform to procurement dept in case of some excessive stock.
- ❖ Creating Monthly, Quarterly and Yearly closing report of the inventory.
- ❖ Generating all required MIS (Management Information System) reports as per requirement by using MS-Excel.
- ❖ Preparing month end report on Actual inventory vs ERP inventory and identifying difference (in value and quantity)
- ❖ Getting Scrap disposal/sale clearance of the dead(unused) stock and scrap materials. Also selling scrap after getting approved sales order.
- ❖ Preparing Purchase request as per department requirement.
- ❖ Co-Ordinated with purchase and procurement activities to get material in required time frame.
- ❖ Monitoring regular store activities and managing manpower daily basis as per requirement.
- ❖ Knowledge in mining equipment parts (Wheel Loaders, Dozers, Excavators, Motor Graders and Tyre handler etc.), Piping assemblies, Electrical & Electronics projects materials and Energy Meter (AMI and Non-AMI) parts/accessories.
- ❖ Achieving KAIZEN target in every month and implementing 5S in the store and workplace
- ❖ Co-Ordinated with audit team for conducting audit for continuous improvement such as 5S Audit, ISMS Audit, Inventory count Audit.

**EXTRA CURRICULAR ACTIVITIES:**

- ❖ Participated many techs and sports events Held at GIET, Gunupur, Odisha.
- ❖ An Active Member of MESA Club in GIET, Gunupur.
- ❖ Co-Ordinates Many Sports Event at College, School Level.

**EXPECTED SALARY:**

- ❖ Expected CTC: Salary negotiable.

**HOBBIES:**

- ❖ Reading Technical books.
- ❖ Playing Carrom.
- ❖ Playing Cricket.
- ❖ Plantation.

**PERSONAL DETAILS:**

Full Name:	Rakesh Pradhan
Father's Name:	Mr. Baman Charan Pradhan
Date of Birth:	14 <sup>th</sup> March 1994
Gender:	Male
Category:	General
Nationality:	Indian
Marital Status:	Unmarried
Languages Known:	English, Hindi and Odia

**DECLARATION:**

I do hereby declare that all the above-mentioned information is being true to the best of my knowledge and belief.

Place: Kolkata, West Bengal

Date:

(Rakesh Pradhan)