

RESUME

HIMANSHU BHUSHAN SUTAR

C/o: Santosh Prada Sutar

At: Naranapur

Po: Fatepur

Via: Khaira

Dist: Balasore

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Carrier Summery: - More than Thirteen years of work experience in inventory, started as Assistant Store incharge and later on good the responsibilities of independent Store Incharge . Possess good communication skills with a quick responsiveness to learn new technologies and ideas.

PROFILE:-

- Exceptional Versatile and adaptability.
- Ability to manage multiple tasks in a pressured environment.
- Good listener, fast leaner, team builder.

Educational Qualification:

- 10th passed from BSE Odisha in 2001(2nd division)
- '+2 passed from CHSE Odisha in 2004(3rd division)
- Graduation passed from FM University, Odisha in 2007(2nd division)

KEY SKILL_:

All stores reports are working in Tally ERP-9 software. Maintaining store inventory, reconciliation of stock physically and computerized. Knowledge of Store and Purchase department works. Perform the process of issuing material and receiving material. Maintain the stock of items orderly as per system.

TOTAL EXPERIENCE :

14 Year total working experience as a store department.

WORK EXPERIENCE :

Presently working in M/s Subhashree Enterprises as a store Executive from Mar'23 to till date.

Company profile :

M/s Subhashree Enterprises is a transport & handling solution company like transportation, railway rack loading, Coal, Steel handling under MCL(Lakhanpur) & SHYAM ENERGY PVT LTD & HINDALCO(LAPANGA).

JOB RESPONSIBILITIES :

- ** Daily entry of issue slips in ERP.
- ** Maintain stock ledger in ERP.
- ** Maintain day to day stock report for purchase and issue material.
- ** Checking with bill in purchase orders.
- ** Identification of all material in store.
- ** To ensure safe keeping both as to quality & quantity of material.
- ** Proper inventory stock tacking end of the month.
- ** Ordering stock in time before purchase run out.
- ** Maintain minimum stock in store for all raw material & consumable material.
- ** Maintain the FIFO system in store.
- ** Maintain the 5's in store department.
- ** Ensure the store area is kept clean and tidy and free from hazards.
- ** Responsible of all material handling equipment are in good condition.
- ** Proper loading and unloading in store department.
- ** Dispatch area handling
- ** Managing inward storage and outward movement of material
- ** Follow ups on Material Procurements
- ** Coordination with Accounts, Purchase and other Department

PAST EXPERIENCE :

1: Worked with as Store Executive in M/s ROCKTECH ENGINEERS From February 2008 to may 2014 & December 2017 to February 2023.

Company Profile :

M/s Rocktech Engineers situated in Barbil, Odisha.

The company deals with mine raising like Drilling, Blasting, Crushing & Screening with mobile Crusher & Screen. Intra shifting with heavy earthmoving vehicle.

2: Worked with Randstad India Pvt Ltd. Deputed in TATA STEEL LTD(kalinganagar, Jajpur) from May 2014 to September 2017.

Company Profile :

M/s Randstad India Pvt Ltd situated in Bhubaneswar, Odisha

The company deals with the Incoming Project material of all department(SMS,HMS,RMHS,etc) of Tata Steel

STRENGTH :

- ** A quick learner ability to adapt to challenging environment.
- ** Punctual and hard working (hard working is the key to success).
- ** Strong interpersonal skills.
- ** Working knowledge of advance retail operation.
- ** Believe in team work.

INTEREST & HOBBIES :

- ** Listening music
- ** Playing cricket

AREAS OF INTEREST :

- ** Converting manual activity into online system in ERP.
- ** Store & finish good department.

COMPUTER LITERACY :

- ** Knowledge of basic computer.
- ** Window XP, Professional Window 98.
- ** MS Office, MS Word, MS Excel, Power Point.
- ** Good command in Tally ERP.

PERSONAL DETAILS

Father Name	Santosh Prada Sutar
Date of Birth	15 th mar 1985
Nationality	Indian
Religion	Hindu
Sex	Male
Marital Status	Married
Language Known	Odia , Hindi , English

DECLARATION

I hereby declare that all above information is correct and true to the best of my knowledge and belief.

Thanking

Date

Yours Truly

Place: Sambalpur

(HIMANSHU BHUSHAN SUTAR)

