

RESUME

SURENDRA SINGH



DIPLOMA
(Advance Diploma in Material Management)

Address (Present):

B901 Roshan One Apartment chakan
MIDC Phase II Varale Chakan Pune
(M.H.)
Pin:410501

Phone No. :

Cell- 91-7906348160

E – mail ID :

surendrasingh.singh376@gmail.com

CAREER OBJECTIVE:

Seeking a job Opening of Sr. Executive/ AM SCM department in a reputable organization where I can utilize my knowledge & skills & contribute to the growth of the organization.

ACADEMIC QUALIFICATION:

- Advance Diploma in Material Management from ISBM in 2017.
- Advance Diploma in Computer Hardware & Networking from GT Computer Hardware Engineering College Pvt. Ltd. In 2012.
- 12th Uttrakhand Board from Uttrakhand Year 2008.
- 10th Uttrakhand Board from Uttrakhand Year 2006.

TECHNICAL PROFICIENCY:

- ERP Software.
- Tally.
- SAP (SD Module).
- MS Office.

PROFILE SUMMARY:

- More than 8 Years of Experience in Inventory Management & Supply chain.
- Skilled Knowledge of store Management.
- Strong knowledge of Inventory Control & Material Management.
- Strong Process knowledge of Inbound & outbound store Operations.
- Excellent Communication & Time Management Skills.
- Ability to Maintain Excellent Customer relations.
- Skilled Logistician with over 3 year of work experience.
- Strong competency in Logistics & supply chain operation.
- A Team Player with analytical & Problem Solving Skills.

EXPERIENCE:

❖ **Maharani Innovative Pvt.Ltd. Pune (M.H.) Store Executive Oct 2018 -Till Now**

❖ **Key rules**

- Making GRN, MRN & Daily Entries in ERP.
- Monitoring Proper Storage & Preservation of Material.
- Ensuring Compliance Procedures for storage & preservation of Material.
- Preparing Monthly, Half Yearly & Annual Inventory Reports.
- Supporting Packaging & Dispatching function in store.
- Coordination with Account department for making payment.
- Dispatch Planning & Coordination with sales team for delivery on time.
- Making Invoice, E-Invoice & E-waybill.
- Monitoring & Coordination for smooth supply chain operation.

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PARSONALITY_TRAITS

- Proactive.
- Quick Learner.
- Analytical.

Hobbies:

- Playing & Watching Cricket
- Cooking Food

Expected Salary: 6 Lakh P.A
(Negotiable.)

SURENDRA SINGH

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Personal information

Father Name -: Late Sh. Lachhman Singh
Date of birth -: 10th July 1990
Marital Status -: Married
Sex -: Male
Nationality -: Indian
Religion -: Hindu
Language known -: Hindi, English
Permanent Add -: Kumdar road
Pabhain Post off. Naini Saini Distt-
Pithoragarh (Uttarakhand)-262501.

- Planning & Tracking of Shipments of final Products.
- Arrangement of Transport of Vehicle.
- Share with management Weekly MIS Report (RM Store, warehouse & Dispatch).
- Maintaining safe, secure & Clean working Environment in store

Ess Gee Industries, Rudrapur (UK) Store & purchase Executive March 2015 –Oct 2018

❖ Key rules

- Making GRN, MRN & Daily Entries in Tally.
- Monitoring Proper Storage & Preservation of Material.
- Ensuring Compliance Procedures for storage & preservation of Material.
- Preparing Monthly, Half Yearly & Annual Inventory Reports.
- Ensuring safe handling of material.
- Ordering stock in Time & Maintaining stock ledger in Tally.
- Coordination with Account department for making payment.
- Research Potential Vendors.
- Compare & Evaluate offer from supplies.
- Negotiate contract terms of agreement and pricing.
- Enter order details (Vendors, Quantities and Prices) into internal database.
- Maintain Updated records of Purchased products, delivery information and invoices.
- Monitor stock levels and place orders as needed.
- Planning & Tracking of Shipments of final Products.
- Arrangement of Transport of Vehicle.
- Share with management Weekly MIS Report (RM Store, warehouse & Dispatch).
- Maintaining safe, secure & clean working Environment in store.

❖ **Badve Engineering Ltd., Aurangabad (M.H.) Store Trainee July 2013 –March 2015**

❖ Key rules

- Making GRN, MRN & Daily Entries in SAP.
- Monitoring Proper Storage & Preservation of Material.
- Ensuring Compliance Procedures for storage & preservation of Material.
- Preparing Monthly, Half Yearly & Annual Inventory Reports.
- Ensuring safe handling of material.
- Supporting Packaging & Dispatching function in store.
- Ordering stock in Time & Maintaining stock ledger in SAP.

❖ **DECLARATION:**

I do hereby declare that the above information is true to the best of my knowledge finally, I requested the concerned authorities to provide me a chance, So that I can prove the best of my self. I shall ever be thankful grateful to you.

Date:-

Place :-

Surendra Singh