

Surendra Singh

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CAREER OBJECTIVE

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

Summary

- ❖ Material Issue and Receipt.
- ❖ Ensuring Control of MIN-MAX stock items & preparation of Purchase requisition.
- ❖ M.R.N Preparation and Passing in ERP system.
- ❖ Posting of Issue slips in the ERP system every day.
- ❖ Monthly Consumption checking of Materials.
- ❖ RM & Dispatch Planning According to the Sale Order.
- ❖ Preparation of RGP/NRGP Gate pass.
- ❖ Preparation of Invoice, E-Invoice & E-way bill.
- ❖ Keeping track of various transactions of Returnable & Non-Returnable Gate Pass.
- ❖ Stock taking in Different methods like Perpetual Stock Taking, Half Yearly, Yearly Stock Taking, and Random Stock Taking.
- ❖ Preparation report of contractors' materials received and issue report.
- ❖ Preparation of MIS Report.
- ❖ Keep records of Hazardous material generation and Disposable with manifest.
- ❖ Managed and Handling Scrap material, Dispatched and keep records for the same.
- ❖ Preparation of material code as per require in ERP system.
- ❖ Given training of Material warehouse module to other section.
- ❖ Logistics Arrangement.

Project Works

- ❖ Projects time materials reorganized and arrange all types of materials section-wise.
- ❖ Preparation drawing of Mini- warehouse and establish work.
- ❖ Preparations of RGP gate pass formats and implementation through ERP system.

Experience



Store Executive

Maharani Innovative Pvt. Ltd.

Oct 2018 - Present (3 years 10 months +)

Individual responsibility for Raw material & FG (chemical) Material received, Issued, and maintain min-max stock. Prepare the purchase requisition. Dispatch Planning, Invoicing, Knowledge of 5s, FIFO, occupation hazards, Logistics Arrangement, Coordinate with sales team & Customer for Timely Delivery and safety applicable in the work. Prepare all store reports.



Store & Purchase Executive

Ess Gee industries

Mar 2015 - Oct 2018 (3 years 8 months)

Individual responsibility for Raw material (chemical & Packaging RM) Purchase orders, Vendor development, and maintaining min-max stock. Prepare the MIS report. Knowledge of 5s, occupation Scrap Material, and safety applicable in the work. Prepare all store & Purchase reports.



Store Trainee

Badve Engineering Ltd.

Jul 2013 - Mar 2015 (1 year 9 months)

- ❖ 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.

Education



Uttarakhand Board

10th 2005 - 2006

Sub-Hindi, English, Mathematics & Geography



Uttarkhand Board

12th 2007 - 2008

Sub-Hindi, English, History & Economics



GT Hardware Engineering Collage Pvt. Ltd.-Pithoragarh (Uttrakhand).

Advance Diploma, Computer Hardware & Networking
2011 - 2012



Indian School of Business Management & Administration

Advanced Diploma in Material Management

2016 - 2017

Subject- Supply Chain Management, Material Management & Production.

Skills

Inventory Management • Inventory Control • FIFO • Supply Chain Management •
LogisticsManagement • 5S

Computer Skills

- ❖ ERP Software.
- ❖ Tally.
- ❖ SAP.
- ❖ MS Office.

Personal Details

- ❖ Father's Name – Late Mr. Lachhman Singh
- ❖ Date of Birth – 10th July 1990
- ❖ Marital Status – Married
- ❖ Sex – Male
- ❖ Nationality – Indian
- ❖ Religion – Hindu
- ❖ Permanent Address – Kumdar Road Pabhain, Post Office- Naini Saini
Distt- Pithoragarh (Uttarakhand) 262501

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 myself. I shall ever be thankful and grateful to you.

Date:-

Place -:

Surendra Singh