RESUME

RAHUL KUMAR
Address:
G T ROAD DEOBAND
Contact No: 8393959591
Email id: rk328564@gmail.com

Career Objective:-

- ✓ I believe that learning is continuous process and practice makes a man perfect. Practice improves the skills of a person. Only continuous practice can help a person to achieve the target. Nobody can perform well in his field if he does not practice regularly.

Work Experience:-

- ✓ Two year experience from college of engineering Roorkee (COER) at the post of Store Incharge.

Duties and Responsibilities:-

- ✓ Reviews daily inventory activity; maintains accurate inventory master files, manufacturer and itemsnumbers, minimums and material descriptions.
- ✓ Maintains adequate levels of inventory stock of all critical spare parts for each machines
- ✓ Prepares re-order reports with quantities required for inventory stock and forwards to Purchasedepartment for ordering.
- ✓ Supervises Physical Inventory Count. Provides proper accounting for year-end stock taking and properaccounting to General Ledger.
- ✓ Reviews Delivery records, monitor GRN, file until invoice is received.
- ✓ Reconciles invoices with correct GRN, then forwards both to accounts for payments.
- ✓ Work closely with Purchase department and vendor for quick delivery and services
- ✓ Issues supplies, materials and equipment to required department employees.
- ✓ Receives delivered supplies, materials and equipment from suppliers as well as re-stocks and inspectsitems returned into inventory.
- ✓ Organizes and maintains storage and inventory areas for efficient material storage and handling,including labeling /tagging, stocking and organizing stock items on shelving.
- ✓ Works closely with maintenance and production department to understand various requirements of partsand consumables.
- ✓ Organize the spare parts inventory / stock storage and re-order procedures**.**

Key Skills:-

- ✓ Materials Management process, Inventory management, store keeping.
- ✓ Practical knowledge in using Word and Excel
- ✓ Organizational skills, Motivation, leadership

Academic Qualification:-

Exam Name	Board / University	Passing year	Percentage of Marks	Division
High school	Up Board	2009	58.16	Second
Intermediate	Up Board	2011	62.80	First

Professional Qualification:-

Exam Name	Board / University	Passing year	Percentage of Marks	Division
Diploma in Electrical Engineering	BTEUP	2015	73.13	First

Extra Qualification :-

- ✓ Graduation from ccs university in year 2018.

Computer Knowledge:-

- ✓ Basic computer knowledge.

Personal Information:-

Date of Birth	:	07-12-1993
Father's Name	:	Shri Om pal Singh
Mother's Name	:	Smt. Anita
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Language	:	Hindi, English
Hobbies	:	Music, Cricket

Declaration:-

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

Date:

Place:

(RAHUL KUMAR)