

CURRICULAM VITAE

Name : PRADEEP YADAV
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: Seeking a challenging position in a progressive environment with opportunity for professional growth based on performance and accomplishments.

Career summary: -

More than 1.0 years of work experience in inventory started as Asst. Store and later, good the responsibilities of Independent. Possess good communication skills with a quick responsiveness to learn new technologies and ideas.

Job related skills / software:

N-WAY ERP. -

Material issue, Create Reservation, Stock of Material, PR&PO Check, Material List, Material Document List, GRN Material.

E-Bills: -

GRN, MRN, STN, Material Issue, Diesel issue, Material stock by Physical Material Indent, ERP, EXCEL etc.

Educational Qualification: -

- ↳ 10th passed from High school Parsa JAC RANCHI
- ↳ 12th passed from Millat college parse JAC RANCHI
- ↳ Graduation from Millat College Parsa appearing

Computer knowledge- Basics knowledge of computer

- Basics AI knowledge of computer

Key Experience:

Performs clerical duties associated with storekeeping function. Maintains the stock area, warehouse, and other work areas in a clean and orderly condition. Handling Stores records, Records for Receiving & Issued Materials, Replacements & Claims for Damaged & Slow-moving Items. Monitoring and ensuring the Collections of receipts from Suppliers & Transporter Billy Internal verification of Consumables Items Preparation of Daily & Monthly Consumption Reports.

Employment Details: - (From Current): -

1. Period of Employment : Sep 2024 to Till Now
2. Designation : Jr. Executive – Store
3. Company : **Ranjit Buildcon Limited**
4. Name of Project : **Bhubaneswar Metro Rail Project
Phase-I (14.392 KM Long distance)
(Project Cost – 1200cr)**

RECEIVING: -

- || Receives all incoming shipments, Verifies and inspects the conformity of appropriate purchase orders. Informs the addressee about the goods received.
- || Inspects incoming material for wear, damage, or defects; reports any discrepancy or damage

in the material received; notifies the appropriate person when repairs or adjustments are needed.

MATERIAL ISSUE:

Issues articles upon requisition; may use hand tools to cut stock to size prior to issue

- | Handles the process of issuing all construction materials to outside customers and receiving returned construction materials following proper procedures.
- | May determine material requirements from general item description or from construction drawings or specifications, may contact vendors to determine availability of parts and equipment.

MATERIAL ORDERING:

- | Writes up purchase requisition to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for special jobs.
- | Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards.

MATERIAL CONTROL:

- | Performs the clerical checking of new stores as they are being received; may work outdoors or away from the supply yard i.e., may deliver parts to crews or other District facilities.
- Performs | clerical duties associated with storekeeping functions.
- Prepares | form records and obtains necessary signatures for stock issued.
- | Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.
- Procedure for returning the material to the seller in case of damage.

Job Profile: -

Managing store Dept. And making Co relationship with Purchase Dept. & highly responsible to meet all requirements from my ends & up to the best satisfactory level.

Personal Details: -

Father's Name	:	DHANESHWAR YADAV
Permanent Address	:	Vill+ Post- KOILA Dist.- GODDA State – JHARKHAND 814154
Nationality	:	Indian.
Date of Birth	:	02.06.2003
Marital Status	:	Unmarried
Language Known	:	Hindi & English.
Strength	:	Optimistic & Eager to learn.
Expected Salary	:	As per Experience Negotiable.

Declaration: -

I, the undersigned certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: -

(PADEEP YADAV)

