

## CURRICULUM VITA

### ARVIND AHIRWAR

New Tahsil Colony  
Prathvipur Tikamgarh MP



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### CARRIER OBJECTIVE:-

I shall offer my best for achievement and bright future of an Organization which gives me an opportunity to use my skill for its success with regular motivation to do work more freely and to enhance my carrier growth.

### PROFESSIONAL EXPERIENCE:-

Total Experience 10 Years.

- **Presently working with *M/s Eastern Refractories Limited(In Technical Business Association with M/s TRL Krosaki Refractories Limited)* . Village: Harsh Mau Near Railway Station Niwari Tikamgarh M.P.-472442 as an "Purchase & Store Officer" Aug. 2017 To Till Now.**

### Purchase management

- ❖ Setting up the weekly, monthly, quarterly procurement plan.
- ❖ Procurement of raw material from national.
- ❖ Development of alternative local sources for imported raw materials which helps in cost saving.
- ❖ Purchasing machines with improved technology to increase production.
- ❖ Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- ❖ Inviting and allotting tenders.
- ❖ Liaison with the production department to maintain optimum inventory.
- ❖ Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- ❖ Liaison with finance department for timely payment of bills.
- ❖ Developing reports on procurement and usage of material for top management.

### Vendor Development

- ❖ Effective management of vendor database.
- ❖ ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- ❖ Development of new vendors.
- ❖ Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- ❖ Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- ❖ Timely clearance of payments & handling vendor inquiries.
- ❖ Running programmes to evaluate vendors based on the feedback from internal stake holders.
- ❖ Developing reports on various programmes run for vendor development for top management.

### **Stores Management**

- ❖ Maintaining the stock of material without any variance by conducting stock verification and documentation.
- ❖ Implementing Standard Operating Procedures within the warehouse.
- ❖ Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

- **Worked in *M/s VHM Industries Ltd.* 106, Indian Corporation, Dapode Road, Mankoli Naka, Nasik-Thane Highway, Thane-421302 as an "Account Executive" April. 2010 To July 2017**

### **JOB PROFILE :-**

- ❖ Look after the Cash Book, Purchase Register, Sales Register & preparing all types Journal Voucher etc.
  - ❖ Handling Cash (***AS A CASHIER***)
  - ❖ Preparing of Sale Tax Return Half Yearly with 'C' Form Application
  - ❖ Reconciliation of Bank Statement with our a/c of Books
  - ❖ Maintaining MIS Report monthly and reporting to Vice- President
  - ❖ Final Checking of all Types Dispatch Documents.
  - ❖ Passing of Bill (Input) and forward to Payment Process
  - ❖ Payment Follow-up with Sundry Creditors.
  - ❖ Final Checking of Salary Sheet.
  - ❖ Submitting of ESIC Challan & PF Challan monthly.
- **Worked in *M/s Reliance Retail Pvt. Ltd.* on the payroll of *M/s K.D. Logistics* Vill:- 95, Indian Corporation Dapode Road, Mankoli Naka, Nasik- Thane Highway, Thane- 421302 As on "Inbound" In charge, from July**



2008 to March.2010.

**JOB PROFILE :-**

- ❖ Physically Verifying the material as per the PO ( Purchase Order ).
- ❖ Also Martian Daily Reports of GRN ( Goods Receipt Note ).
- ❖ We have Products like Garments, Gift Items, House ware & Furniture.
- ❖ Responsible for Warehousing Activities ( Dispatch, Receipts ).
- ❖ Handling on Experience of Working on SAP. ( Make the APN,GRN,TO Creation & Conformation, Warehouse Maintenance, STN etc. )

**ACADEMIC QUALIFICATION:-**

- ✓ High School From Bhopal Board MP.with 43%
- ✓ Intermediate from Bhopal Board MP.with 68. %
- ✓ B.Com. from Dr. Hari Singh Gaur University. Sagar (MP) with 53.50%

**OTHER QUALIFICATION:-**

- ✓ BIT ( Basic Information Technology ) from TARA HAT COMPUTER EDUCATION.  
( Doing six month full time Computer Diploma )
- ✓ ADCA (Advance Diploma in Computer Application) from SOFTECH  
COMPUTER EDUCATION, NIWARI (M.P.)  
(Doing One Year full time Computer Diploma)
- ✓ TALLY 7.2 from SOFTECH COMPUTER EDUCATION, NIWARI (M.P.)  
(Doing 6<sup>th</sup> Month full time Computer Diploma)

**COMPUTER KNOWLEDGE:-**

|                         |                                                             |
|-------------------------|-------------------------------------------------------------|
| Operating System        | :-Win 98 Win 2008 & Win XP                                  |
| Known Fin. A/c Software | :- Tally 7.2 , ERP 9 , SAP , FOXPRO and SAFE                |
| Software                |                                                             |
| Others                  | :- MS Office, Word, Excel , Power Point & Internet Concept. |

**AREAS OF INTEREST:-**

- Writing Diary
- Listening Music

**STRENGTH:-**

- Hard Working
- Positive Attitude

**PERSONAL DETAILS:-**

|                   |                             |
|-------------------|-----------------------------|
| Father's Name     | :- Sh. Sukhnandan           |
| Date of Birth     | :- 06.07.1986               |
| Sex               | :- Male                     |
| Marital Status    | :- Married                  |
| Language Known    | :- Hindi, English & Marathi |
| Permanent Address | :- Vill- Jeora Moura        |
|                   | PO- Joera Moura             |
|                   | Tah.-Prathvipure            |



Dist- Tikamgarh ( M.P. )  
Pin- 472336

Date :-  
Place:-Jhansi

(ARVIND AHIRWAR)

