

SYED MOHD KASHIF

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Mohalla Rangeen Chowpal Near Mohd Ali General Store
Shahjahanpur 242001 Uttar Pradesh India

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CAREER OBJECTIVE:-

A challenging job which provide me the opportunity to display my skills and capabilities to the optimum and help me to raise high in the industry and work for the upliftment of the organization.

SUMMARY OF SKILLS:-

All stores reports are working in SAP (MM) Module software. Maintaining store inventory, reconciliation of stock physically and computerized. Make MIS report. Also Knowledge of Store and Purchase dept. Works. Obtain requirement of items from the technical and other departments. Perform the process of issuing material and receiving material. Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment. Maintain a record of all the activities done regarding the stock of items. Reconcile the stock of items with accounts regularly.

A Graduate qualified having 9 Plus Years of experience Stores, Material Management Specially Projects store. Thermal Power, Cement, Solar Plant in stores management system, with good hand on Stock Keeping, Material handling, inventory Max/Min Level, Issuance material as per users demand, Receipt stock in relation to purchase order, making GRN/RGP/NRGP Scrap Invoice etc.

Committed to identifying and implementing continuous improvements in Stores operation. Now looking for a new and challenging roll which can extended my present skills and experience along with my personal and professional development.

EDUCATIONAL CREDENTIALS:-

- Pursuing MBA in Material Management from (MIT) Pune.
- Bachelor of Arts (Rohilkhand University) 2010
- Passed INTERMEDIATE from Islamia Inter College U.P board in (2005-2007)
- Passed HIGH SCHOOL from Islamia Inter College U.P board in (2004-2005)
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COMPUTER PROFICIENCY:

- Microsoft Office, SAP MM Module (Basic) ERP and Internet Applications.

CURRENT EXPERIENCE:-

Ayoki Fabiricon Pvt Ltd (3900 TPD), Cement Clinkerisation Project, C.G.Cement Pvt Ltd, Nepal as
Since 30th Nov-2018 to till date

Assistant Manager, Materials & Purchase

- Planning, organizing and controlling of Stores overall functions. Check that all documents (LR, DC, tax invoice, road permit, packing list, QC, weight slip) and fill up check list at the time of unloading. Check trucks received for unloading and arrange labor.
- Responsibilities include procurement of materials as well as store management, inventory control, monthly MIS & documentation related to stores. Experience of working in SAP (MM) Module would be an added advantage.
- Monitoring the quantities available on stock with a clear picture of the material delivered (to whom and when).
- Report on daily basis on the exact quantities available in the stock.

- maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely;
- Handle all materials like Structure Steel, Reinforcement Steel, Hardware items, Mechanical items, Electrical Items, timber, plywood, Bituminous, Paints, Raw Material Aggregate, Sand Cement, Admixture, and other materials used in construction projects.
- Manage the entire cycle of Inventory Management from receipts to the issue.
- Make Inventory Report of Receipt, Issued, Dead Stock, Consumption Report, on hand Closing Stock, Inventory etc. Responsible for Raw Material Activities
- To ensure Inward Material procedure and Issue Procedure.
- Physical Stock verification as per perpetual Inventory cycle.
- To make the re-order level for the regular items as per their consumption and lead time.
- Working in Conjunction with the User Department.
- Co-ordination with Purchase Department for MRP procedure and Inventory Control.
- Implementation of cost reduction principle in all aspects of store transaction.
- Researching to improve all stores operations according to company objectives
- Issue Way Bill (Road Permit) to respective vendor and transporter.
- Inventory Control and Management, Ensure Management of stock control, Monitor material availability and Inspection, Negotiate prices from vendors and selecting vendors
- preparing and implementing plans to maintain required stock levels at minimum cost
- negotiating contracts with suppliers to meet quality, cost and delivery requirements
- monitoring and reviewing storage and inventory systems to meet supply requirements and control stock levels
- operating recording systems to track all movements of supplies and finished goods, and ensuring re-ordering and re-stocking at optimal times
- liaising with other departments and customers concerning requirements for outward goods and associated forwarding transportation
- overseeing the recording of purchase, storage and distribution transactions

PREVIOUS EXPERIENCE:-

Team Lease Services Limited - (Adani Green Energy Ltd)

(5x10 MW) Solar Power Project, Jhansi & Mahoba (Since April 28th 2017 to Nov 18th 2018) as

Store Officer

- Receiving the material as per PO checking for material quality, damages, taking measurements etc and stacking it to designated place to avoid time wastage.
- Performs clerical duties associated with storekeeping function, prepare form records and obtain necessary signatures for stock issued.
- Physical management and proper upkeep of stock material STORES,
- Conduct periodic cyclic check and stock reconciliation
- Ensure Proper documentation and process discipline among team
- Generate daily-monthly stock reports by the management plan for upcoming goods.
- Maintained store facilities to ensure smooth functioning.
- Made arrangement and placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep of various appropriate records of material received.
- Material issuing and record keeping for same.
- Report to store head on regular basis regarding stock demand /shortfall of material.

Shapoorji Pallonji & Co.Ltd (Mercedes Benz India Pvt Ltd Project (Pune)

Since 10th July 15 09th Dec 2016 as

Store Officer

- Performs clerical duties associated with storekeeping function, prepare form records and obtain necessary signatures for stock issued.
- Physical management and proper upkeep of stock material STORES,
- Conduct periodic cyclic check and stock reconciliation

- Ensure Proper documentation and process discipline among team
- Generate daily-monthly stock reports by the management plan for upcoming goods.
- Inspection incoming materials for wear, damage, or defects, reports any discrepancies or damage in materials received, notifies the proper person if repair or adjustment are required
- Performs clerical duties associated with storekeeping function, prepare form records and obtain necessary signatures for stock issued. Issue Ledger Management and control at site.

ISS Support Services Pvt Ltd (PSTRP) Pune Satara Toll Road Six Lining Road Project (Since 10th Apr 2015 to 10th July 2015)(Under Reliance Infrastructure Limited) as

Store Officer

- Receives all incoming consignments', verifies and inspects for conformity to appropriate orders. Notifies and/or delivers received items to addresses Unpacks materials, supplies tools, and equipment, verifies articles received against packing list and purchase orders, counts or weight the articles, stores articles in prescribed bins, racks, shelves, and floor or yard sites.
- Labels item for storage as required, assists in filing receiving reports and requisitions. Maintains the stock area, and other yard areas in properly clean
- Ensures the security of equipments and supplies kept in storage areas by locking up the equipment as needed.
- Processes the return materials to vendors or material to be scrapped or junked

K.R.PULP & PAPER LIMITED:- (Since June 2nd 2014 to 30th March 2015)

Store Officer

- A record of all the activities done regarding after the stock physically verification and computerized and locate every items.
Preparation of Material receipt Note. (MRN) Make returnable gate pass (RGP), &Make non returnable gate pass (NRGP)
- Receive & Issue Equipments Spare, General & Shuttering Materials, Steel, Cement and HSD and Raw Materials.
- Stock material or spare parts issued through FIFO, LIFO, Maintain store inventory, raising indents for required items.
- Preparation of Material receipt Note.(MRN) Make returnable gate pass (RGP),&Make non-returnable gate pass (NRGP)

RELIANCE HR SERVICES PRIVATE LIMITED :- (A subsidiary group of Reliance Infrastructure)

(6x660 MW)SASAN ULTRA MEGHA POWER PROJECT (Since October 1st 2013 to 27th Mar 2014)

Store Supervisor, Material Management

- Perform the process of issuing material and receiving material.
Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment.
Maintain) both SAP & Manual
- In case of damage, shortage take driver sign, name & ph no on LR & DC then inform nearest branch of insurance company in writing and requesting for appointment of surveyor and send letter copy to HO.To procure the material in time to meet production demand.
Involved in Vendor development process.
- Perform the process of issuing material and receiving material.
Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment.

CREATIVE ASHTECH POWER PROJECTS PRIVATE LIMITED:-

(A subsidiary group of Reliance Infrastructure)
(2x300 MW)VIDHARBH INDUSTRIES POWER PROJECT
(Since October 3rd 2011 to Sep 31th 2013)

Store Supervisor, Material Management

- Unload the material and do the physical verification for damage, shortage. Make a round of stores area and check the material condition with proper stacking.
- Accompanying material deliveries are complete and correct as detailed in the specifications and purchase orders.
- Inspect incoming goods and immediate reporting of all/any shortages or damage. Obtain, or initiate the obtaining, of missing documents.
- Ensure all material is handled according to the applicable QA instructions from the moment it arrives on site until it is handed over to erection /commissioning or other parties.

TREND SETTERS FACILITIES ECHNICAL SERVICES PVT LTD: - (4x300 MW) ROSA
THERMAL POWER PROJECT (27th Aug. 2009- 27th Sept. 2011)
(A subsidiary group of Reliance Infrastructure)

Worked As Store Officer

- Receiving of Materials from Vendor & Preparation of **Material Receipt Record** (MRR) in SAP.
- Issuing of Materials to Contractor & Preparation of **Material Issue Note** (MIV) in Manual.
- Issue material according to FIFO method.
- Receiving of Material from Contractor Preparation of **Material Return Note** (MRN) in Manual.
- Material Loading & unloading at site. & Verification. Maintain record of site unloading material & Staking.
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PERSONAL INFORMATION:-

Father's name	Mr. Syed Noor Miyan
Date of Birth	27-Mar-1991
Sex	Male
Marital Status	Married
Passport No	L9677073

DECLARATION:-

I hereby declare that the above particulars are true and correct on the best of my knowledge and belief and in the event of any information being found false or incorrect, my candidature will be liable to be canceled

DATE :

PLCAE: -