



# PRAVAT OJHA

## STORE INCHARGE

### CAREER OBJECTIVE

To carry the challenging position of **MEP store incharge** in the industry wherein I could work upon the best skills and experience and become an. integrated part of its growth.

### CAREER SUMMARY

A results driven, hardworking and capable Store Incharge with a track record of significantly reducing costs and also improving a company processes. Having a prove ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always deliver results against strategic objectives, whilst working within the organizations core values and beliefs.

### EDUCATIONAL QUALIFICATION

- ✓ Bachelor of Arts – Fakir Mohan University Odisha for the Academic year of 2010 to 2013
- ✓ PGDCA- Information and Communication Technology (ITC).Hyderabad for the Academic year of 2013 to 2014.

### WORK EXPERINECE

#### **Reliance Contracting Company (RCC)**

**Position:** - MEP Store Incharge

**Duration:** - August 2021 to Till Date

**Project:** - ADNOC GROUP SERVICE HUB ABU DHABI

**Client/Cons:** - Al suweidi/Adnoc

#### **Duties & Responsibilities:-**

- Responsible for receiving materials as per LPO from procurement department and delivery order or invoice note from supplier.
- Monitoring Monthly materials inventory for maintaining stock
- Verification and Checking authenticity of Material Requisition.
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- Verification and Checking authenticity of Material Requisition.
- Sending MR for issue of Purchase Requisition from Store Dept.
- Sending MR for issue of Purchase Requisition from Store

### CONTACT DETAILS



Abu Dhabi



055-8385513



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<https://www.linkedin.com/in/pravat-ku-ojha-982a89204>

### PERSONAL DETAILS

**Full Name:** Pravat Kumar ojha

**DOB:** 20<sup>th</sup> April 1992

**Age:** 29 Year

**Sex:** Male

**Nationality:** Indian

### LANGUAGES

- English (Professional)
- Hindi (Professional)
- Odisha (Professional)

### INTERESTS

- Listen Music
- Hard work
- Travel
- Work Out

## PERSONAL STRENGTHS

- Self Confidence
- Quick Learner
- Good Team Player

## PASSPORT DETAILS

- Passport Number:L3602262
- Date of Issue:19/08/2013
- Date of Expiry:18/08/2023
- Place of Issue: Bhubaneswar
- Visa Status: Employment

## SKILLS

- Microsoft Office
- Google Docs
- Google Sheets
- Comprehensive knowledge of engineering theories, techniques, concepts, and standards
- Possess excellent knowledge of material verification, development of required materials, and testing of raw materials.
- Excellent communication, negotiation, convincing, and management skills.
- Skilled in handling tasks in team and dynamic environment.
- Outlook Express and internet Application.

- Follow up whether Material is received as per Schedule on LPO.
- Follow up of Invoice for material received.
- Checking and comparing the Invoices with GRN (Good Received Note) with LPO as well.
- Making Indent for MEP & Consumable Materials as per the direction of Site Engineers.
- Arranging material inspection form QC department.
- Collect MEP stock report from storekeeper weekly basis. Forward to Eng. to future orders could be placed accordingly.

## **Reliance Contracting Company (RCC)**

**Position:** - MEP Store Incharge

**Duration:** - September 2018 to June 2021

**Project:** - ACT1 & ACT2 Residential Project Dubai

**Client/Cons:** - EMAAR/ Arch Groups

**Duties & Responsibilities:-**

- Preparing Materials receive note, issue note and Keeping up to date all record on Microsoft Excel sheet and daily submit to the management
- Maintaining proper documents like receipt and issue.
- Making MTN/MTR (Material Transfer Note/Report) and RMR (Return Material Report) of the transferred materials from lay down yard to other yard and sites.
- Prepare Material Request (MR).
- Preparing inventory of the stock items weekly and aware to the purchase department.

## **Bahwan Engineering Company (BEC)**

**Position:** - Store Keeper

**Duration:** - March 2015 to June 2017

**Project:** - Al Hill Project (Oman Muscat)

**Client/Cons:** - SBGH/ARCOP

**Duties & Responsibilities:-**

- Maintain record of issuing and receiving Material.
- Making Store requisition of the issuing materials.
- Maintaining all the documents of the issuing and receiving materials and submitting the proper authority.
- Coordinating of the supervisor regarding issuing and receiving of the materials.
- Doing manual checking of Stock & prepare stock report.

## DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Place: Abu Dhabi

Date: 15/01/2022