

CURRICULAM VITAE

Deepak Rai

J.P. Puram Colony, Angarh
Road Mirzapur, Mirzapur
Dist-Mirzapur, 231001(UP)

🎓 **MBA (Marketing & Project), BCA, SAP MM**

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Career Objective

Driven and versatile professional seeking a challenging role in a dynamic organization. dedicated to leveraging my skills & experience to contribute effectively to the company objectives while continuously expanding my knowledge & capabilities.

Profile Summary

Highly skilled procurement and store management professional with more than 15+ years of industry experience. Proven track record of optimizing sourcing strategies, vendor management, and cost reduction initiatives. Strong expertise in Inventory Management, store management, negotiating contracts, transportation, and ensuring on-time delivery. Demonstrated ability to maintain efficient inventory levels while implementing innovative solutions to enhance overall supply chain efficiency. Excellent communication and problem-solving skills with a focus on driving operational excellence and fostering positive supplier relationships.

Key skills

- ❖ **SAP MM**
- ❖ **Supply Chain Management**
- ❖ **Material Management**
- ❖ **Inventory Management**
- ❖ **Vendor Management**
- ❖ **Negotiation Management**
- ❖ **Contract Management**
- ❖ **Transportation Management**
- ❖ **Store/warehouse Management**
- ❖ **Waste & Scrap Management**
- ❖ **Taxation Awareness**
- ❖ **Aware of 5S and Kaizen Process**

Academic Credentials

QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	% OF MARKS
Higher Secondary (10+2) 12th	BMIC Allahabad	2006	55%
BCA	IGNOU	2010	59.12%
MBA(Marketing & Project)	KSOU	2014	72.70%

Skills & Expertise

- ❖ **SAP, SAP Ariba, and e-way bill** management.
- ❖ Proficiency in **inventory classification** methods (ABC, FSN, VED).
- ❖ Expertise in **logistics, material preservation, and scrap disposal**.
- ❖ Strong knowledge of **SOP compliance**, EHS, and **audit** requirements.
- ❖ Ability to manage technical material specifications and **codification**.

Soft Skills

- ✓ Communication Skill || Business & Leadership Skill || Learning Agility || Behavioral Skills || Curiosity || Problem Solving Skill || Teamwork || Adaptability || Critical Analysis || Interpersonal || Growth Mindset || Collaboration

Achievements

- Successfully optimized inventory processes, reducing costs and wastage.
- Implemented effective material preservation strategies, enhancing quality and shelf life.
- Recognized for ensuring 100% audit compliance and improving operational efficiency.

Professional Experience

ADANI GREEN ENERGY LTD (Quess Corp Limited)



Sr. Officer-Techno Commercial (July 2024 - Till Present)

Job Profile: Expert in inventory management (ABC, FSN, VED), GRN, material storage, preservation, issuance, audits, PR/PO/NFA processing, e-auctions, scrap disposal, and RGP/NRGP management. Proficient in SAP/SAP Ariba, e-way bills, vendor payments, logistics, hazardous material compliance, codification, segregation, and tagging. Skilled in SOP implementation, safety (EHS), and fuel (HSD & LDO) inventory operations.

- Efficiently manage inventory using **SAP**, ensuring accurate stock records and timely updates.
- Classify and manage materials using **ABC, FSN, and VED** classifications to optimize inventory control.
- Maintain proper documentation for **stock levels, receipts, and issues**.
- Oversee the preparation and verification of **GRNs** (Goods Receipt Notes) in SAP.
- Conduct technical inspections to ensure material compliance with specifications.
- Implement **checklists** and quality protocols after GRN for seamless operations.
- Store and segregate materials as per their technical nature, ensuring proper tagging and codification.
- Implement best practices for material preservation and **safety**, adhering to **EHS and SOP** guidelines.
- Maintain safe storage for hazardous and non-hazardous materials.
- Manage material issuance processes, ensuring proper documentation in SAP.
- Monitor **RGP and NRGP** processes for legal compliance and accurate stock tracking.
- Generate and manage **PRs, POs, and NFAs** through **SAP and SAP Ariba**.
- Ensure timely payment clearance for vendors and follow up for approvals and deliveries.
- Execute **e-way bill** generation and maintain compliance records.
- Organize **e-auctions** for scrap materials, ensuring compliance with legal and environmental standards.
- Process scrap sale orders and coordinate with buyers for smooth disposal.
- Coordinate transportation activities with **vendors, buyers, and transporters** for timely delivery.
- Monitor logistics operations to ensure safety, efficiency, and compliance with EHS standards.
- Conduct internal and external audits to ensure adherence to **SOPs and legal** requirements.
- Address audit findings with corrective measures for continuous improvement.
- Manage inventory receipt and issuance of raw materials and fuels like **HSD and LDO**.
- Maintain accurate records of **fuel stock** levels and consumption.
- Develop and maintain a codification system for materials to ensure efficient identification and tracking.
- Ensure all materials meet technical specifications and are handled accordingly.
- Implement and monitor standard operating procedures (SOPs) across all store operations.
- Ensure compliance with safety, quality, and operational standards.

MKC INFRASTRUCTURE LTD. (Dholera, Gujarat)



Deputy Manager -Stores (Mar 2022 - Jun 2024)

Job Profile: Currently working as a Deputy Manager Store, adeptly manage purchase-to-pay processes, oversee store operations with a keen eye on inventory control and management, and drive profitability through efficient waste and scrap selling strategies.

❖ **# Inventory Management: -**

- Manage all store-related activities including **GRN, MRN, RGP/NRGP, ISSUE, RECEIPT, STO and dispatch of materials**.
- Responsible for daily planning of store operations such as **inventory control, physical verification, tagging, 5S housekeeping, segregation, preservation, and transportation**.
- Prepare and process **purchase requisitions, orders, work orders, service orders, sales orders, and NFA**.
- Ensure inventory accuracy through perpetual monthly and quarterly **audits** by internal and external **auditors**.
- **Materials Codifications** in SAP based on technical specifications, utilizing **FIFO and LIFO** valuation methods.

- Maintain appropriate inventory levels of **consumables and critical items** by conducting
- **A-B-C Analysis, FSND, NMI, Min-Max quantity, Re-order level, Shelf Life and material aging** analysis in SAP.
- Generate and maintain inventory reports, including **stock levels, dead stock, consumption, and manpower**.
- Supervise day-to-day operations of **receiving and dispensing materials** as per SOPs.
- Oversee **transport management, freight negotiation, and analysis**.
- Plan, organize, and coordinate departmental activities to meet operational requirements.
- Select customers, prepare **NFA, Bidding, E-auction and waste and scrap** sales orders in SAP as per approval.
- Prepare **Invoice, Generate E-waybill, Create Challan** for material dispatch.
- Execute **monthly billing** processes for contractors, vendors, and transporters through **service entry sheets** in SAP.

3. Name of Company : Rithwik Projects Pvt Ltd.

Location : Srinagar, Uttarakhand
Project : RVNL Pkg-6 Tunnel Project
Designation : Asst. Manager Store
Period : Since May'2023 to March'2024.

4. Name of Company : PNC Infratech Ltd.

Location : Jagdishpur
Project : Jagdishpur -Faizabad Road Project
Designation : Sr. Officer-Store
Period : Since Jan'2020 to April'2023

5. Name of Company : DP Jain & Infrastructure Pvt.Ltd.

Location : Malegaon (Maharashtra)
Designation : Asst. Manager Store
Period : Since Oct'2018 to Dec'2020

6. Name of Company : Sadbhav Engineering Limited

Project Profile : Widening & Strengthening of Yamuna Nagar-Panchkula Section of NH-73(YP Pkg 1 & 2 with two lane with paved shoulder / four lane from km 140.00 to km 225.615 (Length 85.615) Under NHDP-III in state of Haryana on DBFOT Mode.
Project Cost : Rs.1600 Crore
Project Client : National Highway Authority of India
Designation : Sr. Officer Store & Purchase
Period : July'2015 to Oct'2018

7. Name of Company : Sadbhav Engineering Limited

Project Profile : four-laning of Rohtak to Hissar Section
Of NH-10 (from km 87+000 to km 170+000)
Including connecting Link from Km 87 + 000 (NH-10) To Km 348+ 000 (NH-71) To Be Executed As BOT (Toll) Project on DBFOT Pattern under NHDP Phase-III in Haryana.
Project Client : National Highway Authority of India
Designation : Officer Store & Purchase
Period : April'2012 to July'2015

8. Name of Company : Apco Infratech Ltd.

Project Profile : NH-31 khagria to
Purina (Bihar) **Project Cost:** 450 Cr.
Period : Dec'2011 to Apr'2012

9. Name of Company : **Omaxe Ltd.**
Project Profile : Omaxe city
Lucknow **Project Client** : **Omaxe Ltd.**
Designation : **Asst. Storekeeper**
Period : April'2009 to Dec'2011

Extra-Curricular Activities

- ✓ Attended Seminar on "Effective **Warehouse operation**, Inventory Control, Procurement & **Material management**.
- ✓ Identify and define PFEP, 5S, 5T, 5R, Lean & KAIZEN Process.
- ✓ I have completed the **SAP S4/HANA Material Management** Certified Course from **Udemy** E-learning platform.

Technical Skill

I HAVE DONE 5S TRAINING FROM **Adani Green Energy Limited, Bhuj Gujrat.**

Personal Details

Father's name: Mr. Chhabila Rai
Date of Birth: 16th Aug 1989
Gender: Male
Notice Period: 60 Days
Nationality: Indian
Languages known: Hindi, English, Awadhi
About Me: Innovation and self-motivated individual having good communication & interpersonal skills. Able to develop rapport with people of various backgrounds, culture, and professional level. Highly adaptable and quick to learn, Smart work, having positive attitude and capable of working under stress.

☒ I hereby declare that all the above facts are true to best of my knowledge.

Place: Kachchh, Gujrat, India

Date:

Deepak Rai