

RESUME

Nishant Kumar
Store In-Charge

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Contact No: +91 9504488451

Objective:

- To obtain a position that will enable me to use my strong organizational skills and ability to work well with people in a company where my skills can be enhanced.

Professional overview:

- A dynamic professional with **above 3 years of experience in Stores/Material Management** in Oil & Gas, Cement and Power industries.
- Insightful experience in Maintaining Inventory, Material Handling & Stacking, and Processing Invoices.

Academic Credentials:

- 10th Standard \from B.S.E.B with 63% marks in 2015.
- 12th(science) \form B.S.E.B with 55% marks, in 2017.
- B.Com. 1st Year (Running)

Work Experience: -

1. Working in M/s Shree Hari Engineers & Contractors.

- **Site Location: - Adani Power Mundra Limited (APMuL)**
- **Working Period: 2017 to 2019 (Two Years)**
- **Projects Handled: -**
- **FOR execution of miscellaneous civil work (opex) at various location for Maintenance of different civil structure in plant premises at APMuL Mundra.**

2. Current Company: - Innovative Engineers

- **Site Location: - Mane India Private Limited (MIPL)**
- **Working Period: 25.09.2019 to Present (One Year)**
- **Projects Handled: -**
- **HAVC Work (MIPL Alacrity Project)**

Job responsibilities: -

- Store In-charge: Store mobilization
- Preparing proper IMIR/GRN/MRR with duly sign of client
- Handling all material & machinery issues at site.
- Handling client supply material.
- Handling own supply material and consumable items.
- Providing assistance to auditors & getting the reconciliation report.
- Preparing material requirement list as per received material requisition (MR) From Site
- Meeting with clients on regular basis to build reports.
- Material Issuing by proper Issue Slip & maintaining Bin Card.
- Preparing Weekly & Monthly Stock Statement and Reporting to Head Office.
- Certification of supplier's invoices as per approved Purchase Order.
- Preparing and Maintaining Material Receipt & Issue Register.
- Material Verification as per packing list
- Processing Invoices of Received material.
- HR documents maintaining
- Company Account / Cash handling At Site

Key Skills:

1. MS Office, DCA (6 Month)
2. Microsoft excels

Personnel Profile:

Name	: Nishant Kumar
Father name	: Late Mr. Yogendra Singh
Date of Birth	: 25-08-2000
Marital Status	: Single
Nationality	: Indian
Address	: Vill-Panchpatia, Post-Deoria, PS: -Awtarnagar : Dist.-Saran (BIHAR)-841225
D L No.	: BR0420190003152
Passport No.	: T7388284

Declaration:

I hereby declare that above furnished information is true and best of my knowledge.

Date: 06.09.2020

Place: Dahej

NISHANT KUMAR

