Summary

A dynamic professional with comprehensive experience of over 4 & half years as a Stock & Inventory In charge ,with proven expertize in activities pertaining to Operational Management , Warehouse Management, Order Management, Materials Planning & Control ,Logistics Management , Distribution & Co-ordination management , working effectively in a fast-paced environment , prioritize tasks and meet deadlines, coupled with excellent skills. Additional experience has been gained in the area of quality leadership and project management.

Pankaj Purushotham
Stock & Inventory In Charge

About Me

- ❖ Extremely organized, detailed, accurate business professional adept in prioritising work with the ability to manage multiple project simultaneously.
- ❖ Focused in my work with over 4 & half years experience as a Stock & Inventory In charge and 2 years experience in Accounts, sales, customer service in multinational environment.
- ❖ I hold a Bachelor Degree in Computer Application.
- ❖ An Ambitious visionary who works hard to achieve my goals is how I explain myself.
- ❖ Motivated and consistent in organizations capabilities facilitating streamlined office operations

Personal Information

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              +91 9743902682

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Address   : Mangalore, Dakshin Kannada
              Karnataka, INDIA

Other Information

D/O/B   : 30th March 1993 (28 years)
Marital Status : Single
Nationality   : Indian
Visa Status   : Visit Visa

Language

English : Fluent, Reading and writing.
Hindi   : Fluent, Reading and writing.
Kannada : Fluent, Reading and writing

Others

I possess a Valid U.A.E. License

Work Experience

Mangalore Refinery & Petrochemicals Limited (Mangalore ,INDIA).
Stock & Inventory In charge   2017 – Dec 2021
Responsibilities:- To optimize inventory control procedures, To inspect the levels of business supplies and raw material, to identify shortages, Ensure product stock is adequate for all distribution channels to cover direct demand from customers, Record daily deliveries and shipments ,Placing orders to replenish stock avoiding insufficiencies or excessive surplus and analyze data to anticipate future needs, Evaluating suppliers to achieve cost-effective deals .Collaborating with warehouse employees and other staff to ensure business goals are met, Reporting to upper management on stock levels, issues etc.

Goodwill Building Materials Trading L.L.C (Abu –Dhabi, U.A.E).
Accountant & Business Development Executive   2014 - 2016
Responsibilities :- To maintain accounting records by making copies; filing documents , entering database in the computer, processing backups, Reconciling bank statements by comparing statements with general ledger, Verifying financial reports by running performance analysis software program. Determining value of depreciable assets by running depreciation software program, Maintaining timely and accurate sales order entry for systems, parts and/or repair orders entered, Tracking sales orders to ensure that they are scheduled and sent out on time, Coordination and Managing Sales Activities across Teams.

Education

- SDM College of Business Management, Mangalore ,INDIA
  Bachelor of Computer Application   2011- 2014

- Sharada Pre University College, Mangalore ,INDIA
  Pre university   2009- 2011

- St. Aloysius English Medium School, Mangalore ,INDIA
  Primary and high school education   1999- 2009

Technical Proficiency

- O.S: Windows XP and Windows 7.
- Programming Languages: C, C++,
- VB (Basic), Java, VB Script, Java Script,
- SQL and HTML.
- Software: Dream Viewer (Basic) and Pinnacle.
- Microsoft office & Internet access.
- SAP & Pact Software

Skills

Marketing   ■ ■ ■ ■ ■   Communication ■ ■ ■ ■ ■

Work Management ■ ■ ■ ■ ■   Leadership ■ ■ ■ ■ ■

Project Worked - 'TRAIN SEAT SCHEDULING' using Windows application and RDBMS

PROJECT OBJECTIVES:-
To schedule the train seats according to specific timings and share compartments. To prepare final chart of tickets booked. To process seat allotment . To send SMS notification individual passengers. To is store and verify with Aadhar Card, Passport Number, Pan Card Number etc.

LANGUAGE TOOLS:-

Hardware Used	Software Used	
RAM :512 MB or above	Front End: Visual studio 2010	Languages:: C#.Net
Hard disk :40 GB or above	Back end: Microsoft SQL Server 2008	Frame Work: Net
Frame work 4.0		
Processor :2.4 GHZ or above		

Project Purpose-
To the Individual: Seat booking made ease with prioritizing once booking
To the Society: Reduced time taken for booking seats and convenience.
To the Government: Less man power required