

# **CURRICULAM VITAE**

Prem lal S/O SH. Devi Ram  
Vill. Thapna (Narli) P/o kuthela  
Teh.Shri Naina Devi ji  
Distt. Bilaspur (H.P) 174011  
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## **Carrier Objectives**

To join a well known company that believe in building career, which exploits my talent with a good amount of work freedom and corresponding work responsibility, for the benefit of organization and my personal growth.

## **Academic Qualification**

- ❖ Matriculation from GOVT S.S. School Zakatkhana HPBSE Dharmashala.
- ❖ Senior Secondary from GOVT S.S. School Zakatkhana HPBSE Dharmashala.
- ❖ Bachelor computer application in D.D.U.University Gorakhpur.
- ❖ Program in Computer Application Master- in Govt. Of NIMT Insutite Delhi.

## **EXPERIENCE**

- ❖ GOLD PLUS HIMACHAL SEFATY GLASS LTD Company as a Asst. Production Coordinator .from May. 2007 to 14 June 2009.
- ❖ Teg Builder Pvt. Ltd Company as a Store Incharge. From July 2009 to 10 Oct. 2013.
- ❖ Bhandari Deepak Pvt. Ltd. As a Purchase Executive & Store Incharge. 15 OCT.2013 to May 2015.
- ❖ Naveen Filters Pvt. Ltd. As a Asst. Store Mgr. 01.06.2015 to Aug. 2021

## **COMPUTER SKILLS**

- ❖ BASIC KNOWLEDGE OF ORACLE.BASIC KNOWLEDGE OF SAP.
- ❖ SOFTWARE ENGINEERING
- ❖ PROJECT REPORT
- ❖ HINDI TYPING
- ❖ MONTHLY PRODUCTION REPORTS.

## **Presently Working**

- Presently Working in Panam Cylinder Pvt. Ltd. As a Asst. Store Mgr. and Purchase Officer 01.09.2021 to till date.....

## **Job Profile**

- Responsible Preparation & Execution of purchase order and sending the same to suppliers & sub-contractors.
- Experienced in Ensuring timely supply of Materials Tools and Instruments.
- Selection of appropriate supplier and negotiating with supplier.

- Releasing monthly schedules, Procurement of Materials, Spares & Consumables.
- Managing logistics functions & negotiating with transporters & ensure preparation of all papers/documents.
- Interaction with the factory stores In charge and collecting indent time to time as per requirement. (Packing Materials, Raw materials).
- Interaction with our factory maintenance manager and collecting indent as per their requirement,(like bearing, v-belt &all tools item, oil, m.s, s.s, PVC pipes and fittings etc.
- Collecting quotations from various vendors and negotiating the prices and other terms & conditions.
- Finalizing the rate and quantity with G.M - Commercial and getting approval time to time.
- Raising the purchase order and sending to the vendor through e-mail or Courier.
- Follow up the material regularly with the suppliers to ensure the dispatch on time.
- Interaction with, Finance & Accounts Dept release the payment to the vendors as per supply terms.
- In case if any rejection materials from stores interaction with quality control dept get the report and send back to the vendors.
- Receipt of all Incoming goods.
- Check the material as per invoice/Challan & P.O.
- Entering MRN through SIGFA Receipt accounting and proper storage of raw and packing materials in stores /warehouse. Ensure of pasting of labels such as quarantined / approved /rejected on each and every container. Segregation of rejected material in rejected area for dispatch /destruction of the same.
- Preparing Monthly Stock Statement for MIS.
- Preparing of RGP & NRGP.
- Preparation of Discrepancy Reports whenever there is shortage / excess of material at the time of receipt.
- Dispatch of rejected packing material immediately after rejection and preparation of all the rejection documents i.e. Delivery challan. This is done with the coordination of purchase department updation of all the packing material stocks immediately in SIGFA after receipt /issue of material.
- Monthly/ periodical statement of inventories generated from SIGFA and physical verification of the same.
- Enter daily WIP rejection in SIGFA & issue material against WIP rejection.
- To establish proper store keeping system and improve upon the existing system
- To maintain records of GRN, Inward and Outward Challans, Material Issue, material receipt Supplier Challan and Invoices.
- To maintain housekeeping and material handling system.
- Maintaining 5S in workplace
- To ensure issuance of material as per FIFO/ FEFO.

**PERSONAL DETAILS:-**

- ❖ Father's Name : Sh. Devi Ram
- ❖ Date of birth :17.04.1983
- ❖ Marital status : Married
- ❖ Hobby : Reading
- ❖ Nationality :Indian
- ❖ Language known : English & Hindi
- ❖ Permanent address : VILL.Thapna (Narli),  
: P.O. Kutehla,  
: Teh. Shri Nainadevi Ji.,  
: Distt. Bilaspur (H.P.)
- ❖ Contact no. : 7018765865,9816097156
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Date: \_\_\_\_\_

Place: - Bilaspur (H.P.)

(Premlal)