

CURRICULAM VITAE

Village –Babhanpura
Sickrorakanchanpur, Ambedkarnagar
Uttar Pradesh Pin 224137
Mob- +919616332144, +91 8795249925

SATYVAN SINGH

Email: shersatyvansingh9616@gmail.com

Career Objective

To work in a challenging and dynamic environment and to provide value addition to the organization, which I represent and serve. I would seek a job that would be involving responsibility and utilizing my full potential.

Work Experience:

1. With LARSEN & TOUBRO LTD

- ❖ REEVA KATNI JABALPUR LAKHNADON ROAD PROJECT MADHYA PRADESH, worked as a **Store Assistant** from 26.12.2015 to 25.02.2017.
- ❖ LNT WDFC CTP 3R BHANDU RAILWAY PROJECT PKG (B) MAHSHANA GUJRAT RAILWAY PROJECT, worked as a Store Assistant from 01.03.2017 To 15.10.2019

2. RAJKESHRI PROJECTS LIMITED

- ❖ RAJKESHRI PROJECTS LTD SIX LANING OF BIHAR/JHARKHAND BORDER (CHORDAHA) TO GORHAR SECTION OF NH-2 JHARKHAND worked as a **STORE EXECUTIVE FROM 17.10.2019 To 15.05.2022**

3. SHREEJI INFRASTRUCTURE INDIA PVT.LTD.

- ❖ Currently Working in Shreeje Infrastructure India Pvt. Ltd. **Katni Bypass Road Project** NH 30 Site Worked as a Store Executive From 20.5.2022 Till Working as This Time

Work Handled by me:

- Regular monitoring and analyzing different kind of tools and materials & Prepare purchase requisition & issuance form.
- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per purchase order description and specification required.
- Delivery Note, Gate pass & transmittal form material receiving report & Issuing Materials and tools need of the workers & Weekly Procurement delivery report.
- Analyzing the stock variances thoroughly and rechecking the same through proper recounting. & generating monthly consumption report.
- To receive the materials, issuing, tagging & get it inspected by respective requisitioned & stacking them in rack.

- To Book the issue voucher for the materials issued for day to day activities for arriving Cost at the end of the Month (MIB) in Enterprise Information Portal (EXCEL) under SMS system (Site Materials System)
- To maintain all register like, Materials inward, issue, capitalized items, Non Capitalized items, Hsd issue, repairing, cement, staff, Subcontractor issue, dispatch, cylinder, rejected materials.
- To maintain aggregate receipt from quarry to main stores yard, & provide the report as & when to the management.
- To Prepare the weigh bridge report for the vehicles like TMT, Structural Steel cement & Other Items
- To Prepare the Goods Inward Note (GIN), Materials receipt note (MRN) for the materials received at site.
- To maintain debit note records for the recovery being done from subcontractors for the materials issued to them on chargeable.
- To maintain the records of all dispatches made, like, interstate dispatches, intrastate dispatches, other site, keeping the records of all permits like exit, entry Road permit issued by the Sales tax department.
- To maintain each register of Bulk materials Receipt & Issue Register like Cement, Sand and Aggregate.
- To maintain Industrial Gases like Oxygen, D.A (Dissolved Acetylene) & keep the record for the same.
- Maintain & send every report to regional office & HQ on daily or weekly basis as per requirement.
- Attend the meeting with Department head & decide to work & report to Dept Head
- Complete the all works (EIP,ERP ,Weighbridge operator, Data entry, Material Physical Stock, H.S.D Issue, Equipment Billing TMT and Dispatch and Receipt, Inward and Outward Scanning)
- Maintain receipt of incoming materials, inspection, storage, issue, stock verification, Preservation, stock control, identification of surplus / obsolete materials, and disposal of scrap.
- Maintain vehicle unloading from factory, arranging space for unloading, proper appliance inspection before dispatches and training housekeeping team of bulk quantities like HSD, Lubes and Spares.
- Maintaining necessary stock records like issue return statement of materials, receipt & issue of material, main & sub ledger posting; conducting stock audits to monitor the inward / outward movement of goods, ensuring minimum stock level.
- Suppliers bill checking, raising debit- credit notes against the party, raising indent for critical items, making monthly liability list.(costing).
- Monthly Stock Statement Report both manually and computerized
- Follow up with the vendors for direct supplies of accessories for all products as per schedules released.
- To arrange the supplies from the vendors by coordinating vehicle

Strength:

- A Team leader and resourceful maker with communicating skills to present clear concept or better output in Store *Inventory*.
- Communicating with technology professional and end user in multi environment for smooth functioning of tasks offered
- Ability to handle assignment with technology expertise, flexibility and ability to function under pressure.
- A good organizational target follower
- Strong dislike to failure.
- Good command on MS Excel, MS Word, Power point.

- Good Knowledge of Internet Operations & E-mail handling.

Academic Qualification:

Qualification	School/College	Board/University	Year of Passing	Division/Class
B.Sc	B.M.MEMORIAL DEGREE COLLEGE KAKRAHI KISHUNPUR	AwadhUniversity	2017	2 nd Division
INTERMEDIATE	SHREE.C.B.A.B.I.C POORANPUR AMBEDKARNAGAR(U.P)	U P Board	2014	2nd Division
Madhyamik	SHREE.C.B.A.B.I.C. POORANPUR AMBEDKARNAGAR(U.P	U P Board	2012	1st Division

Computer Course-

- (C.F.A) CERTIFICATE IN FINANCIAL ACCOUNTANCY

PERSONAL DETAILS

Father's Name : RAJKUMAR SINGH
Date of Birth : March, 28.10.1997
Permanent Address : Village/Post:-Sickrorakanchanpur
Dist:-AmbedkarnagarState:-(U.P.) 224137
Languages Known : Hindi, English,
Marital Status : Un married
Nationality : Indian
Mother tongue : Hindi
Hobbies: - : Listening music, playing Cricket, watching cricket match, net surfing
Passport : Applicable
Designation : Store Excutive
Current Salary: : RS.28000/
Expected Salary : RS.30000/
Present Location: Jharkhand
Years of Experience : 06 yrs

Declaration

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

Date:

(SATYVANSINGH)

Place: -----