

SHIV SHANKAR TIWARI

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Applied for Store Incharge

Objectives: -

To excel in service industry utilizing my innovative thoughts in client relations & customer support. I seek a challenging career, which provides an opportunity to showcase my talent & experience towards meeting organizational goals, and thereby climb the career ladder

ORGANIZATIONAL EXPERIENCE

13/05/2022 to till date Jhahharia Nirman Ltd, C/o DFCCIL, (Surat) Gujrat as a Store Executive.

07/04/2021 to 12/05/2022 Jhahharia Nirman Ltd, C/o THDCIL (Bulandsahar) as a Store Executive.

01/04/2019 to 01/03/2021 Rahee Infratech Ltd, C/o Rail Vikas Nigam Ltd, (Palanpur) Gujarat as a Store Asst.

20/03/2015 -30/03/2019: Rahee Infratech Ltd, C/o Rail Vikas Nigam Ltd, District: Madhya Pradesh, (Hoshangabad) Store Asst.

15/03/2011-01/03/2013: McNally Bharat Engineering Co. Ltd, Asansol (W.B) as Store Asst.

01/04/2009- 25/02/2011: Simplex Infrastructure Ltd (Chandigarh) Chandigarh as Store Supervisor.

20/09/2007 – 30/03/2009: Premsons Motor Udyog Pvt Ltd (Ranchi) –Store Keeper.

Role and Responsibilities–

- * *Preparation daily GRN & MRN in Nway ERP.
- ** Daily entry of issue slips in ERP.
- ** Maintain stock ledger in ERP.
- ** Maintain day to day stock report for purchase and issue material.
- ** Checking with bill in purchase orders.
- ** Identification of all material in store.
- ** To ensure safe keeping both as to quality & quantity of material.
- ** Proper inventory stock tacking end of the month.
- ** Ordering stock in time before purchase run out.
- ** Maintain minimum stock in store for all raw material & consumable material.
- ** Maintain the 5's in store department.
- ** Ensure the store area is kept clean and tidy and free from hazards.
- ** Responsible of all material handling equipment are in good condition.
- ** Proper loading and unloading in store department.
- ** Dispatch area handling

STRENGTH:

- ** A quick learner ability to adapt to challenging environment.
- ** Punctual and hard working (hard working is the key to success).
- ** Strong interpersonal skills.
- ** Believe in team work.

Educational/Professional Qualification –

Master of Arts in Vir Bahadur Singh Purvanchal University, Jaunpur, (U.P)

Diploma in Automobile Engineering from Chennai University

Computer Proficiency

Windows 2003, 2007, 2010 MS Office/PageMaker/ Corel Draw/ERP/SAP.

Personal Information-

Date of Birth: 08th /March/1982
Communication Skills: Hindi, English, Bengali, Gujarati.
Gender: Male
Marital Status: Married
Nationality: Indian
Religion: Hindu
Address: Plot No -641, Rajendra Nagar, Aarya Vihar Road, Bokaro Steel City(JH)

DECLARATION

I do hereby declare that the above furnished particulars / statements are true of the best of my knowledge and belief me.

Date:

Place: Surat (Gujrat)

Signature

Shiv Shankar Tiwari