



Jitender Yadav

Store & Procurement

DOB-01/03/1997

+91-6006360821



jy1501473@gmail.com



<https://www.linkedin.com/in/jitender-yadav-98063517a>



At Post-Phulwariya, Tah-Phulwariya, Dist.-Varanasi, State-Uttar Pradesh (India), Pin-

PROFILE

Seeking a challenging store management position where I can utilize my 05 years of experience as Store contribute Officer to management/leadership and interpersonal skills to the benefit of the organization. ISO 9001:2015, ISO 14001:2004 BS OHSAS 18001:2007 system and procedures and related Documentation. Storage, handling and accounting of wide verity of items normally used in Construction (Viz. Bulk Material like Aggregate, Sand, Steel, Cement, Diesel, Bitumen, Emulation, Chemicals Bought Out Items, Capital Equipment and Spare parts, Hardware and consumables, shuttering material, Explosive Item Etc.

WORK EXPERIENCE



1. Work Experience: Presently working with **Lloyds Metal & Energy Limited & Lloyds Steel industries ltd.** as a **Deputy Officer Stores**, & **(SAP S4/HANA 1610)** from 30-Sep-2021 to Till Date at Iron Ore Mines Surjghar (Maharashtra).



2. Worked with **KCC Buildcon Pvt. Ltd** as a **Jr. Store Keeper** & **(ERP Far vison)** from 01-March-2020 to 19-Sep - 2021 at Delhi Mumbai Expressway, 31 km Eight lane Greenfield Expressway, being developed will Be India's Longest Expressway.



3. Worked with **Dilip Buildcon Ltd.** As a **Store Assistance** & **(SAP S4/HANA 1610)** from 05-June-2019 to 25- Feb-2020 Gorakhpur Link Expressway (Package II).



4. Worked with **BC Equipment Trading Company Pvt. Ltd. (GEAR) (MRPL Bhilwara Rajasthan)** As a **Store Keeper** & **(Oracle ERP)** from 06-Janury-2018 to 30-May-2019.(Construction Equipment's & Construction Division Importer).

EDUCATION

- High school from Central Board of Secondary Education in the year 2012.
- Higher secondary Central Board of Secondary Education in the Year2014.

JOB RESPONSIBILITIES -Reporting to Manager – Stores

- Knowledge of the PR/PO/GRN/STO/In-transit/E-way Bill/Reservation on regular basis itself as per requirement.
- Knowledge of stock statement report NWAY SAP Physical Stock Plant Wise/Storage wise/Group wise on every month.
- Reconciliation of all major material stock with Account/ Planning Department on every month.
- Preparing & review the monthly MIS reports as per specific format.
- Monitoring & checking of all transaction reason for a moment on regularly.
- Preparing Inward & Outward registers for every day and as well as check with the security register.
- Preparing the sub-contractor material issuing record / Material reconciliation / Debit Note / Credit Note on every month and submitting to Billing & Budgeting or accounts department.
- Designated in store of storage area for materials Inspection/Rejection/FOC/repairing zone.
- Preparing of HSD transaction report NWAY SAP Physical.
- Procurement plan of spares and other consumables material according to Project requirements.
- Preparation of DMR, reports of Bulk material as per specific format
- Maintain the Fixed Assets and minor equipment report on every month.
- Keep the material type-wise / group-wise / Item wise materials in roe rack bin with a display board.
- Checked every day trip-wise record security & weighbridge & sap of aggregate, cement, fly ash & etc. When the material is received on the site/plant.
- Control the material where material not required, Material issued from store only authorized person.
- Excess / Shortage material found during receiving immediately informed to CO/HO/Purchaser.
- Knowledge in heavy machinery and Spares.
- Knowledge in the Concrete grade-wise consumption as per mix design.
- Maintained separately of shuttering material record & every month.
- Material Received with Proper Identifications with necessary documents.
- Responsibilities of a fully computerized an SAP, construction stores.
- Condition monitoring, maintaining minimum & maximum level of critical & fast-moving items.
- Maintaining FIFO system, maintaining all stores documents (stock ledger, Dmr etc).
- Monitoring on Initial Store Setup at Project Stores.
- Daily, Weekly and fortnightly Report & Monthly MIS (Aggregate, TMT, Shuttering, HSD, Raw & Bulk Materials)
- Daily Monitoring of store Transaction in SAP.
- Identification of Surplus Inventory and plan for further Movement.
- Analysis of Material Aging, Non-Moving and Dead Inventory, Shelf-Life Material and discuss with Management.
- Scrap Disposal process, Share New Idea and trick to resolve issues in inventory Management.
- Participate in New Development in SAP for MM.
- Development of Reports for tracking of inventory.

CORE COMPONENTS

- Control On Abnormal Material Quantity in Purchase Requisition.
- Monitoring of House Keeping and Material Stacking.
- Periodic Training and Development Session for Knowledge Sharing.

Key Highlights

- Stores/Warehouse Management
- Inventory Control Management
- Man Management
- Surplus/Scrap Disposal Management
- Space Management of Stores
- Mobilization and Demobilization of Project

SOFTWARES HANDLE

- SAP S4 Hana 1610
- Far vision ERP
- MS Office (MS Excel, MS Word, MS Power Point, Etc.)
- N- Way ERP
- SAP MM

AREAS OF EXPERTISE

- Construction/Engineering/Cement/Metals
- Explosive Material.
- Operation & Maintenance.
- Site Management.
- Vehicle Spare Parts & Crusher Spare Parts.
- Iron Or Mines & Aggregate Mining.
- Building and Industry.
- National Highway Road Projects.

LANGUAGES KNOWN

- English.
- Hindi.
- Punjabi.
- Haryanvi.
- Rajasthani.
- Dogri.

GENERAL SKILLS

- Strong documentation.
- Systematic data management.
- Decision making.
- Team Management.
- Fast Learner.

SELF DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place:



(Jitender Yadav)