**ANKIT GUPTA**

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Summary

I look for to work with an organization when my strength and determination are utilized and appreciated to its fullest so that become the mean & mode achieve the common goals & targets of the organization or company.

Skills

* Bookkeeping • Vendor development
* Tax accounting • Procurement specialist
* Superior attention to details (MIS) • Material handling expert
* Data trending knowledge • Inventory management
* Account reconciliation • Hard working and self motivation
* Warehouse management system • MS Office expert
* Materials accountability • Windows XP, 2003, 2007
* Supply chain management • MS Office, SAP, ERP, Tally

Legal compliances • Data entry expert

Experience

**Stores Officer (Inventory Control and Documentation Work)**

**Cello Industries –** Haridwar 03/2009 to 05/2011

* Maintained daily bookkeeping report.
* Assisted with auditing and responding to company accountants.
* Coded accounting documents and files.
* Loaded and unloaded pieces into boxes for shipment.
* Attached indentifying tags to containers.
* Recorded numbers of units handled and moved using daily production sheets and work tickets.

**Warehouse Incharge (Inventory Control, Material Management and Accounts Activities)**

**KR Packaging (C/FA Hindustan Unilever Limited) –** Haridwar 05/2011 to 02/2012

* Supported management through risk identification, control testing and process improvement procedures.
* Reported internal control issues to management and supplied comprehensive recommendations to mitigate the associated risks.
* A dynamic individual with highly motivated & positive attitude towards life.
* Making the GRN’s, MRN & MTN looking after the store activities and the critical items.
* Total process systematically working receiving as per checked gate entry (PO) according bill and material quantity other documentation process.
* Documentation of rejected material based on QC rejection report.
* Posting material receipt from holding store to issuing material.
* Maintain the stock card (Bin Card) after inward of the goods.
* Coordination of physical inventory, and confirmation of posting all receipts & issues.
* Ensuring proper tracking as per the norms and implementing the FIFO & LIFO method wherever required.

**Commercial Officer**

**Wim Plast Ltd (Cello Group) –** Haridwar 03/2012 to Current

**PROFESSIONAL PREFACE**

* A dynamic individual with highly motivated & positive attitude towards life.
* Exceptionally organized with a track record that demonstrates creativity and initiatives to achieve set goal.
* A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives & profitability norms.
* Possess exceptional team spirit thereby helping in easy achievement of organizational & personal goals.
* An effective communicator with excellent relationship building & interpersonal skills.
* Proper training to store down level all employees as well as contractual regarding process.
* Inventory controlled reconciling the stock as per the schedule & make wastage in production.

**MATERIAL MANAGEMENT & INVENTORY CONTROL**

* Total process systematically working receiving as per checked gate entry (PO) according bill and material quantity other documentation process.
* Documentation of rejected material based on QC rejection report.
* Posting material receipt from holding store to issuing material.
* Maintain the stock card (Bin Card) after inward of the goods.
* Coordination of physical inventory, and confirmation of posting all receipts & issues.
* Arrange the excisable material to send for job work according to Annexure II and system entry in ERP.
* Proper storing, issuing, accounting and control of all material.
* Daily physical stock reports and quality verification & stock reconciled with the system and excisable books. Ensuring proper tracking as per the norms and implementing the FIFO & LIFO method wherever required.
* Monitor the physical inventory accuracy of each material and to ensure it to be above 99% in comparison to the inventory by plant and storage location.
* Ensure storage design in a manner to economize on total space required and to maximize space utilization, with minimum capital expenses.
* Managing warehouse operations ensuring optimum inventory levels to achieve maximum cost saving with minimum holding of stock.
* Maintaining the stock of material without any variance by conducting stock verification and documentation.

**JOB RESPONSIBILITIES / ACHIEVEMENTS**

* Supervising the overall store operation including necessary records, ensuring smooth movement of goods.
* Receipts requirements for material issues & transfer the material on daily basis.
* Floor rejection material generate during the production follow up & receiving in store with proper way.
* System entries of input and output on daily basis. (MTN, MRN & GRN’s and others).
* Prepare MIS report on daily/monthly/quarterly for review, effective coordination with the store team & production team.
* Reconciled the physical stock with plant along with account books, excisable books (on monthly & quarterly basis with statutory auditors).
* Responsible for maintaining 100% “FIFO & LIFO” for critical components.
* Looking after dispatches and the all formalities for the same like preparation for excisable invoice and finish goods.
* Preparing the all requirements according to after receiving of production planning and issuing purchase order to vendor.
* Follow up for all material arrange from supplier and transporter.
* Develop the vendor after negotiate and proper market survey. After the negotiation with supplier & market survey than procuring the all material with quality and lowest rate.
* Looking and maintaining the legal compliance i.e. sales tax (UK/UP), excise, product costing, stock valuation all type of material & account activities and book keeping with all documentation in proper way.

Education

**Bachelor of Commerce (B.Com):** Accounting, Financial and Business Management

**Graduate from HNB Gharwal University –** Haridwar Year 2009

**Diploma:** Industrial Computer Accounting

**MSPVS from (Manipal University) –** Haridwar Year 2009

**Commerce:** Accounting and Financial Management

**Intermediate from U.A. Board –** Haridwar Year 2006

**Associate of Science:** Science

**High School from U.A. Board –** Haridwar Year 2004

Personal Vitae

* Name Ankit Gupta
* Father’s Name Sh. Vishwanath Gupta
* Gender Male
* D.O.B. 29/09/1987
* Status Married
* Language Hindi, English
* Nationality Indian
* Present CTC 2.75K/-

Signature

(Ankit Gupta)