**VINOD NEGI**

**Email- vin\_thakur2007@rediff.com**

**Cell No.9756992275/ 08003593144**

**Career** **Objective**

**To** build a career in a dynamic and growth oriented organization which will provide me a challenging career and opportunity for learning with latest technologies available so that my skills and knowledge can be utilized and broadened efficiently.

**Summary :**

A position in **Store Officer of Material Management** Having more than 9 **years** of experience as a **Store Officer / Material Management**.

Good understanding of Store Activities & Documentation, Material Planning and Inventory Management & Involved in Material Planning & Store Management.

**Experience Details:**

**ORGANISATIONAL DETAILS (PRESENT)**

**From Feb. ’2012 to onwards working with M/s Larsen & Toubro Limited - ECC Division, as Store Officer (Material).**

***The Company Profile*:** Larsen & Toubro Limited (L&T) is a technology, engineering, construction and manufacturing company. It is one of the largest and most respected companies in India's private sector.   Larsen & Toubro Limited - ECC Division (L&T) was established in 1938 as an Engineering, Procurement and Construction (EPC) Company in the Engineering Sector of the L&T Group.

L&T operates through Many Strategic Business Units (SBUs) – Power Generation, Transmission and Distribution, Railways, Water and Waste Water, Roads & Runways, Quality Services and Oil, Gas and Hydrocarbon.

**Job profile and accountabilities**

* Position : Material; Designation : Store Officer (Material); Period–from Feb. 2012 to onwards
* Supervision all job of Stores department (Documentation)
* Monitor all inventory activities to ensure accurate reporting and recommend system or process improvement when needed.
* Responsible for making and implementing the procedure for Stores and logistics.
* Reporting person: Project Manager & Manager (MM)
* Planning and implementation of receipt of all materials for Projects and handover materials to User’s department within schedule time. Responsible for Indent of local materials.

**(1) Govt. Polytechniq**

Worked as a Guest Lecturer & Lab In charge, in **IT DEPT.** from **Dec 2001 to March** 2004.

**(2) M/s TATA POWER CO. Limited**

(400 KV. Transmission Line. VM – MV Project Uttaranchal

Worked as Computer Operator & Store Asst. From **April 2004 to Aug 2004. Client :** M/s Power Grid Corp India Ltd. On Contract Basis.

**(3) M/s.** **TATA PROJECTS LTD**

(400 KV. Transmission Line. VM – MV Project Uttaranchal

Worked as Computer Operator & Store Asst. From **Sept. 2004 to Jan 2007.**

Client : M/s Power Grid Corp India Ltd. On Contract Basis.

**(4) M/s.** **TATA PROJECTS LTD.**

**Worked** as a Sr. Store Clerk, From 13.02 2007 to 09.02.2012

**PROJECTS DONE IN TATA PROJECTS LTD.**

1. (1X80 MW coal based power Plant for HZL-IV , Zawar, Udaipur Dist, Rajasthan Worked As Store Officer **. Client : M/s Hindustan Zinc Ltd.**
2. (Railways Construction work at Cuddalore, Tamilnadu as a Store in charge.

**Client : M/s R.V.N.L.**

1. (Railways OHE WORK At Meerut ,U.P as Store In-Charge)

**Client : M/s RAILWAYS ELECTRIFICATION MEERUT.**

**(5) M/s Larsen & Toubro Ltd.**

**(BPP Road Project Rajasthan)**

Working as Store Officer from 13.02.2012 to Till Date.

**professional/ ACADEMIC qualification**

**1**. **Examination passed**  : **P.G Diploma in Material Management**

**Board/university**  : Annamalai University Chidambaram TN.

**2. Examination passed** : **Bachelor of Computer Application**

**Board/university** : M.C.R.P Bhopal (M.P)

**3. Examination passed** : **Intermediate (Math) Science.**

**Board/university :** Utter Pradesh board, UP

**4. Examination passed** : **High School Certificate Examination**

**Board/university** : Utter Pradesh board, UP

**5. Certificates Course : Certificates. In H/w & Motor Binding**

Govt. Polytechnic. Gaucher Chamoli (UA)

**MATERIAL MANAGEMENT** **EXPOSURE**

* Inventory Management of own material .
* Procurement of Material and Services
* Reconciliation works.

***RESPONSIBILITIES:***

**“Material Management Functions**

* Maintain Material Master Data.
* Inventory of Goods Movement.
* Generating various report for Material Management
* Transfer Posting
* Stock Overview
* Documentation.
* Vendor Follow up for material
* Contractor RABReconciliation

**Software** **Skills**

|  |  |
| --- | --- |
| **Operating Systems** | MS-DOS, Windows, MS Word, MS Excel  MS.Power Point, AND Internet Explores. |
|  | SAP (EIP) |

**PERSONAL DETAILS**

* Date of Birth : 07.08.1979
* Father’s Name : Sri. Shivraj singh Negi
* Nationality : Indian.
* Sex : Male
* Hobbies : Reading Short Stories, Playing.
* Language Known : English, Hindi, Tamil.

**PERMANENT ADDRESS**:

VINOD NEGI

S/o Sh. Shivraj singh Negi

Vill- Panai (Premnager)

PO- Gaucher

Thana- Karanpryag

Distt- Chamoli

U.K. - 246429

**RESUME**

I am hard working, sincere, and very much practical and a person dedicated to my work. I want to reach the pinnacle of any field & I will work in. I am preparing to work hard and with utmost determination to achieve my aim. I always try to keep my words honesty. I like to think myself as a doer. I do not believe that success comes by sitting at home and waiting for the opportunity. My belief is that “a Quitter never wins& a Winner never quits”

**DECLARATION**

I hereby declare that the above particulars mentioned by me are true to the best of my knowledge and belief.

**Signature**

**Date: ( Vinod negi )**

**Place:**