



# GAURAV SINGH



+91 9113536320 & 6355608588



[gaurav.rspl10447@gmail.com](mailto:gaurav.rspl10447@gmail.com)



[www.linkedin.com/Gaurav-singh-4b70871a8](http://www.linkedin.com/Gaurav-singh-4b70871a8)

Store management (RM store & Engineering store & Spare store & Assembly store & Packing store).

Supply chain management.

Purchasing of materials.

## Soft Skills



## Notable Achievements Across the Career

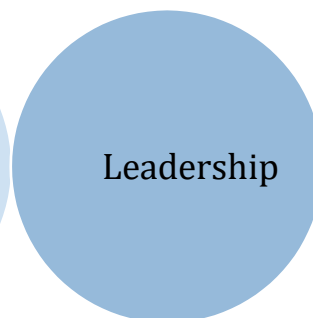
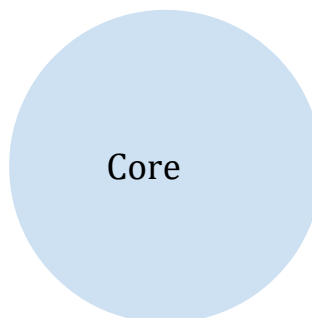
- Implementation SAP S4/HANA MM & SD module in two units from RSPL.
- Represented **Team in ISO 9001** audits with zero non-compliance and adherence to process and customer expectations.
- Recognized as **"Employee of the Month"** several times and honored by various appreciation certificates/ highest ratings.

## Profile Summary

- Preparation of the GRN.
- Preparation of material reservation & issue posting.
- Coordination for audit in government departments
- On job training to subordinates
- Preparation of stock report (Physical verification) on daily basis & monthly basis as per plant wise & report submit to the higher management
- Maintaining the inventory of materials which required at the time of production as per the planning given by plant head
- Make PR / PO in SAP for purchasing the material from vendor
- Management of freight & Logistic for dispatching or purchasing the material for plant
- Utilization of manpower & his handling
- Maintain/Minimize no loss of production
- Finish all the pending work before the finance closing period
- Complete SAP VS Physical report and submit to the adjustment within the month if any difference found
- Production analysis report as per the consumption of materials during the month and define the loss and profit percent
- Work should be done in proper channels and discipline by the team members and never by passes any compliance
- Preparation of the next month work planning for the requirement of materials for production as per the stock of last months
- Per day report submit the HOD
- Working in RGP & NRGP & Subcontracting challan created the SAP.
- Working in FIFO systems
- Processing all paperwork relevant to the purchasing and receipts of goods
- Attending meetings and trade conferences as required
- Working in 5S.
- SAP MM & SD and Axapta ERP & Tally working in software.

## Competency Matrix

- Program Management
- Strategic Planning
- Operations
- Store management
- Engineering store
- RM store
- Supply chain management
- Purchase of materials

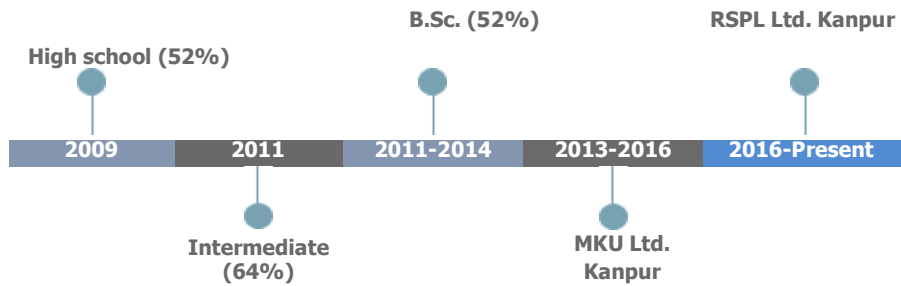


- Team Management
- Cost Savings
- Process Enhancements
- Operational Efficiency
- Business Planning & Excellence
- Performance Evaluation
- Stakeholder Management
- Motivational Speaker

## Summary:

**8.4 years' experience as an in charge of all Store.** In charge of material receiving in plant. I have experience in receive in Sap. I have experience for dispatching the finished goods material with proper documentation, e waybill preparation, purchasing of raw material as per the requirement to make the required production and supply to the concern depots, dealers and internal plant requirement, Legal compliance completion for fulfil the purchase and dispatch rules, Sap VS Physical stock verification on every month and report submit to the management. Prepare monthly report, Material return process in the case of rejection. RGP & NRGP & Subcontracting process, Profit & Loss calculation as per production, vendor development & GRN& MIGO & Issues & Consumptions process in SAP. **SAP MM & WM implementation 2 units in RSPL and Knowledge in SAP SD.**

## Career Timeline



## Professional Experience

Since May-2013-May-2016 MKU Ltd. as Store Executive

### Key Result Areas:

- Working in stock check.
- Working in Bin card implementation.
- Preparation of GRN.
- Material issue and posting.
- Physical verification.



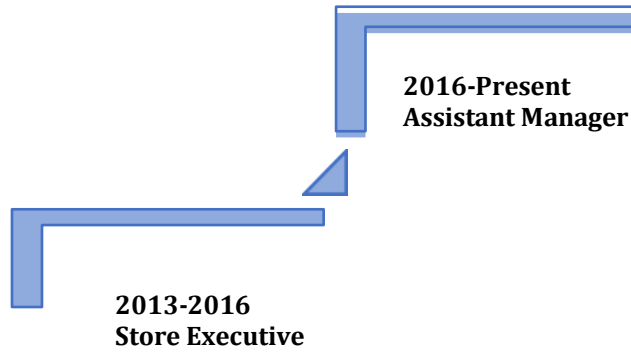
May 2016-Present RSPL group as Assistant Manager

### Key Result Areas:

- Working in 5S
- Working in FIFO systems
- Per day report submit the HOD
- Utilization of manpower & his handling
- Maintain/Minimize no loss of production
- Preparation of the GRN
- Preparation of material reservation & issue posting
- Coordination for audit in government departments
- Make PR / PO in SAP for purchasing the material from vendor
- Preparation of stock report (Physical verification) on daily basis & monthly basis as per plant wise & report submit to the higher management
- Maintaining the inventory of materials which required at the time of production as per the planning given by plant head
- Management of freight & Logistic for dispatching or purchasing the material for plant
- Finish all the pending work before the finance closing period
- Complete SAP VS Physical report and submit to the adjustment within the month if any difference found
- Production analysis report as per the consumption of materials during the month and define the loss and profit percent
- Management of freight & Logistic for dispatching or purchasing the material for plant
- Finish all the pending work before the finance closing period
- Complete SAP VS Physical report and submit to the adjustment within the month if any difference found.
- Production analysis report as per the consumption of materials during the month and define the loss and profit percent
- Work should be done in proper channels and discipline by the team members and never by passes any compliance
- Preparation of the next month work planning for the requirement of materials for production as per the stock of last months
- Working in RGP & NRGP & Subcontracting challan created the SAP
- Responsible for space management to accommodate stock as per stacking standards (FIFO).
- Maintaining the Hygiene within the store
- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received,
- Analyzing the stock variances thoroughly and rechecking the same through proper recounting
- Supervising people for shifting materials in their exact area or location
- Responsible for Weekly and Monthly Material Report to HOD.
- Maintaining a record of quality works which will be used for the future for production references
- In charge in coordinating & monitoring materials required
- Arranged and segregate materials in their corresponding location
- Work should be done in proper channels and discipline by the team members and never by passes any compliance.



## Growth Path



## Personal Details

**Date of Birth:** 08<sup>th</sup> Apr 1996 || **Languages Known:** Hindi & English || **Address:** 121-a, Ashok Nagar Kalyanpur Kanpur Nagar U.P.  
Material status: Married.

