 SHALANDRA KUMAR KUSHWAHA

(Material Management)

Email: *kumarshalandra@yahoo.com* Mobile: *09911057562, 07876209919*,

###### Profile:

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| * I am currently employed with **Prime Meiden Limited**, **(Prime Group)** Gurgaon in the Store Section. I have a total experience of 11 years in the Production, Utility, Maintenance & Project Line stores this includes received, issue, stock taking, maintain & min/max of spare parts of Air compressor, DG, Boiler, Cooling Towers, Air Washer & 11/33 KV Sub Station/Line Materials.
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###### Work Experience

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| **DATES ATTENDED** | **COMPANY NAME** |
| **April - 2014 To Till Date** | **Prime Meiden Limited, (Prime Group) Gurgaon (HR.)** |
| **Department** | Project Site (Store) |
| **Job Title** | Store Supervisor  |
| **Nature of Job** | * Issue of material from store & posting the issue slips in ledger, Prepare the MRA.
* Material issue as per requirements & make effective co-ordination with internal department.
* Responsible for Inventory management Transmission & Distribution Division.
* Coordination with all the vendors, and Contractors.
* Coordination with Transporters (Logistics)
* Managing manpower in the Store.
* Taking Care of Total operational Bills.
* Daily reporting to H.O. hard & soft copy.
* Handling store inventory through in Excel.
* Handling of branch accounts expenses.
* Managing of distribution to UHBVNL.

**Handling the Projects Materials of** * 11/33 KV Sub Station & Line Materials.
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| **May - 2013 To March - 2014** | **India Auto Industries Private Limited, Gurgaon (HR.)** |
| **Department** | Store  |
| **Job Title** | Store Incharge – Production & Maintenance  |
| **Nature of Job** | * Responsible for the incoming material with 100% physical verification.
* Issue of material from store & Posting the issue slips in Ledger , Maintain min/max of spare parts of various equipments,
* Raise indents as per store requirement, Prepare the MRN, GRN, Cheque Request & Rejection note in MRO system,
* Material send for repair & sample by making the Gate Pass (RGP/NRGP).
* Planning, indenting & Co-ordination with Purchase department. For procurement of store material and also arrange quotation for respective materials.
* Up-keep the store documents as per retention period of time.
* Material issue on FIFO basis & make effective co-ordination with internal department.
* Handling the unloading of High Speed Diesel (HSD), Gasoline (Petrol) and Propane Gas tankers & their advance payments**.**
* Receiving of various materials Supervise unloading & loading, verification of Quantity. Report and offering material received for inspection to concerned department / person.
* With reference to delivery Challans (DC s) for material received & entry in ledger and updating of daily transactions in books & computer in Excel.
* Issuing of materials from all stocks to various on Material Issue Slips duly approved by competent authority.
* Maximum, Minimum levels for all the consumable, keeping MIS Report & Reconcile monthly consumption.
* Planning of layout of store room & Stacking of material so that materials are easily identified and accessible & all administrative activities in store.
* Maintain a record of all the activities done regarding after the stock physically verification and computerized and locate every items through Items code no. in Bin Card.
* Monthly reports maintain Stock closing, Material consumption report every Material.
* Maintain Minimum Stock in Store for all materials and consumable store materials monthly.
* Ensure timely and appropriate availability for efficient running of the plants.
* Ensure to keep the material at the defined proper space.
* Ensure timely and take efforts of finished goods from shop floor for smooth operation.
* Controlling of Raw-Packing and Finished goods Inventory.
* Responsible for daily and monthly Freight reconciliation, clearance of Loading / unloading bill.Handling the spare parts of
* DG, Air Compressors, Water treatment system (RO).
* Production Materials & other items which used for day to day maintenance*.*
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| **Improvements** | * Separate location for the items of Production & Maintenance Equipments for easily availability.
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| **July - 2007 to April -2013** | **Honda Motorcycle & Scooter India Pvt. Limited, IMT Manesar, Gurgaon (HR).** |
| **Department** | Engineering (Utility & Environment) |
| **Job Title** | Store Keeper–Utility Store |
| **Nature of Job** | * Responsible for the incoming material with 100% physical verification.
* Issue of material from store & punched the issue slips, Maintain min/max of spare parts of various equipments, Raise indents as per store requirement, Prepare the MRN, GRN, Cheque Request & Rejection Note in MRO system, material send for repair by making the Gate Pass (MGP).
* Planning, indenting & Co-ordination with Purchase deptt. For procurement of store material and also arrange quotation for respective materials.
* Up-keep the store documents as per retention period of time.
* Material issue on FIFO basis & make effective co-ordination with internal department.
* Handling the unloading of HSD, Gasoline and propane tankers & their advance payments.

Handling the spare parts of * DG, Boilers, Air Compressors.
* Chillers, Air-Washer, cooling towers, Water treatment system (RO).
* Consumable items & other items which used for day to day maintenance.
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| **Improvements** | * Re-localised the store by arrangement of racks in a manner to provide the space to place more material in the store.
* Separate location for the items of Mechanical & Electrical Equipments for easily availability.
* Follow the Kaizen system to improve the working place.
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| January. 2007 toJune. 2007 | HPL Electric Power Pvt. Ltd. Hero Honda chowk Sector–37 Gurgaon (HR.) |
| Department | Material Service (MS) |
| Job Title | Store Asst.  |
| Nature of Job | * Receiving, issue & punching of material.
* Making of MIS data of store consumables.
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###### Technical / Educational qualification

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| Degree | Institution | Percentage |
| Diploma In Mechanical | RVD University Rajasthan | 67.8% |
| BSc  | Bhoj University Bhopal | 58.8% |
| Intermediate | M.P Inter College Agra (U.P.) | 67% |
| Metric | Govt Higher Secondary schoolMangawan (Rewa) | 47% |

###### Additional Information:

* Basic Knowledge of computer MS-Word, Excel & power point.
* Participate in kaizen schemes to improve the working place.
* Expert of MRO Software.

###### Personal Strength:

To work in with essential faith and support.

###### Personal Details/Interests:

1. Date of Birth : 1st May 1986
2. Marital Status : Unmarried
3. Nationality : Indian
4. Hobbies : listening Music
5. Languages Known : English, Hindi.
6. Address for communication : H.NO:1988, Sector-10A Gurgaon, Haryana.

7. Permanent Address : Village - Dhadhar, Post – Nawagaon, Distt – Rewa

 Madhya Pradesh - 486111

1. Present Salary (CTC) : 27,000/-
2. Expected Salary : Negotiable

 *(Shalandra Kumar Kushwaha)*