 SHALANDRA KUMAR KUSHWAHA

(Material Management)

Email: *[kumarshalandra@yahoo.](mailto: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 10 years in the Production, Utility, Maintenance & Project Line stores this includes received, issue, stock taking, maintain & min/max of spare parts of compressor, DG, Cooling Towers & 11/33 KV Sub Station/Line Materials. |

###### 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, & Rejection Note in Manual. * Material issue as per requirements & make effective co-ordination with internal department. * Responsible for credit management and 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 DHBVNL.   **Handling the Transmission Line 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 & punched the issue slips in MRO software system, 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 MRO 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 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*.* |
| **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. |
| **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 to  June. 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. |

###### 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 school  Mangawan (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 - 486001

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

*(Shalandra Kumar Kushwaha)*