

**CURRICULUM VITAE**

**Subject: - Applying for the post of Mech. Store Executive.**

**Total Experience 03Years and 08 Months**

**Present Address: -**

At- Shastri Nagar Koraon

Post-Koraon, Dist- Prayagraj

State-Uttar Pradesh Country-INDIA Pin Code- 212306

Contract No- +917991617709, +918932030528

**NAME: SAHIL ANSARI.**

[asahil1504@gmail.com](mailto:asahil1504@gmail.com)

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A challenging and innovative career in any esteemed organization where my skills be utilized to the core.

**Personal Achievements:-**

- Consistent success in improving productivity and objectives.
- Team Player, optimistic and ambitious.
- Creative and resourceful with the ability to recognize new projects and talent for successful Implementation.
- Demonstrates sound judgment in establishing priorities.
- Experience and knowledge in the material in building construction

**Jobs Responsibility:-**

- Prepare of Material Requisition (MR) send to purchase department as per site requirement.
- Follow up to LPO (Local purchase Order) OR IPO (International Purchase Order) from purchase Department.
- Follow up to material from LPO (Local purchase Order) nominated supplier.
- Handle to all type of material – civil, plumbing, electrical and mechanical.
- Inspection of material quality and quantity as per LPO (Local purchase Order).
- Prepare MRR (Material receiving report) send to Account department.
- Prepare Material transfer note when material transfer to another store.
- Daily received material posted SRDB (Store received daily basis)
- Minimum stock level of materials that shall be maintained in the store, usually for daily consumed materials.
- When material from suppliers found to be noncompliance/ damaged during the inspection, give to report QC/QA and prepare material return note.
- Material stocking in store with tag.
- Material issuing from store as per material requisition - first comes – first out method for self-life material.
- Take care chemical item – i.e. glue, grouting, waterproofing, piles epoxy, rebar epoxy, concrete joint sealant, repair mortar, paint, none shrink material, concrete repair as per MSDS.
- FIFO (First in and first out) system issued all chemical and paint items.
- Tools and equipment issue from store loan based as per ISO form.
- Prepare Bin card –, which show material category, the minimum stock level & location, Received quantity, issued quantity and balance quantity.
- Proper record keeping Bulk material – i.e. Steel bar, cement, Timber, sand, block, Aggregate etc.
- Material classified through sub – inventory.
- Prepare Monthly Inventory end of month – Opening stock, received quantity, Issued quantity, Balance quantity, and mention unit price and Amount.

- Material storage category, identify the material by labelling the rack, compartment & Sub-compartment.
- Proper filling of store document (MR,MRR, ISSUED, MTN,MSDS, MATERIAL RETURN TO VENDOR, MATERIAL SUBMITTAL APPROVAL, GATE PASS, INCOMING, OUTGOING)

### **Personal Details:-**

Name : - Sahil Ansari  
 Father's Name : - Alam Gir Ansari  
 Date of Birth : - 15<sup>th</sup> April 2001  
 Marital Status : - Unmarried  
 Gender :-Male  
 Nationality : - Indian  
 Language Known :-English, Hindi & Urdu  
 Hobbies :-Listening Music, Playing Badminton and Chess  
 Mobile No : - +91-7991617709, +91-8932030528  
 Communication Address : -At- Shastri Nagar Koraon , P.O – Koraon,  
 Dist –Praygraj, Uttar Pradesh (Indian), Pin – 212306

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### **Work Experience 3 Years and Months 8 In India**

Name of Company	Designation	Period	Experience
Bansal construction works Pvt. Ltd.	Mech. Store Executive	March 2019 to Till Now	3 Year 8Months

### **Academic Qualification**

Name of Examination	Name of Board	Year of Passing	Percentage
Intermediate	G.V.I.C Koraon Prayagraj	2018	60%
Matriculation	G.V.I.C. Koraon Prayagraj	2016	80.86%

### **Computer Proficiency**

- Diploma in Computer Application
- Operating System- Windows 98, 2000, XP, Vista and Window 7

### **Passport Details**

Passport No :- V 0286705  
 Date of Expiry :- 21-05-2030  
 Date of Issue :- 22-05-2020  
 Place of Issue :- Lucknow (Uttar Pradesh)

### **Declaration**

*I hereby declare that all the information furnished are true and correct to the best of my knowledge and belief.  
 Complete resume as given above, wishing as favourable reply.*