

CURRICULUM VITAE

RAKESH. S. KORI

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Permanent Address:

A-503, Karnavati Riviera,
Opposite municipal water tank,
Ahead Karnavati enclave, Doon School Road,
Ramol police station, New maninagar,
Ahmedabad -382449. Gujarat

CAREER OBJECTIVE

To use my qualification & Knowledge for the benefit of organization & for my personal enhancement and to enhance the company's prospects to the best, along with my career.

ACADEMIC QUALIFICATION

QUALIFICATION	PASSING YEAR	UNIVERSITY	COLLEGE/INSTITUTE
Bachelor of Engineering (Electrical)	2012	Veer Narmad South Gujarat University, SURAT	Mahatma Gandhi Institute of Technical Education and Research Center, Navsari, Surat.
12th (Science)	2007	ISC - New Delhi (Central board)	Seventh Day Adventist Hr. Sec. school. Ahmedabad
10 th	2005	ICSE - New Delhi (Central board)	Seventh Day Adventist Hr. Sec. school. Ahmedabad

Other Qualification: Currently running PGDMM(Post graduate diploma in Materials management) from IIMM, Mumbai, as Part time course started from July 2020

JOB EXPERIENCES

Company	Designation	Period
Bisazza India Pvt. Ltd, (Kadi)	MM Executive (Store department Incharge)	July-2017 To March-2021
Apex Controls, (Ahmedabad)	EXECUTIVE (Q.C, Purchase, Stores)	March-2013 To July-2017

About Bisazza India Pvt Ltd.

BISAZZA is an Italian based MNC company, engaged in manufacturing of Ceramics product, formed in year 1956, Bisazza India Pvt. Ltd, is a branch of BISAZZA group, here company manufacture's Glass mosaic tiles. The company is best known for its Quality product of Mosaic Tiles, and mostly production is exported.

Job Profile at Bisazza India Pvt Ltd: Handling the Stores Department of Company, Goods or materials Inward, Outward, Issue, Receive, Stock Audit, Inventory Control.

Key Responsibilities :

- 1) Make available a balanced flow of raw materials, components, tools, equipment's, and other consumable materials required for operations.
- 2) Store related all the process in SAP, Inward / Outward, Processing GRN against PO. Material Issue & Transfer posting of material from Store to another department and etc.
- 3) Preparing MIS for store stock, consumption, safety stock, Ageing record of material and preserve materials.
- 4) Inspecting Store dept. area on daily basis to check its Housekeeping, Stored Materials physical conditions, racking area, Tagging of materials and ensure Safety and Security of materials.
- 5) Arranging collections, acceptance of scrap, and other discarded materials for disposal, factory scrap management.
- 6) Maintaining Store related Documents in software system as well as in hardcopy and updating records.
- 7) Collection, Inspection and acceptance of materials in stores.
- 8) Stores counting & control of materials, equipment, or supplies in stock.
- 9) Checking, Reporting and Correcting variations between physical counts and computer record.
- 10) Strong follow-ups for materials below safety stock and for pending documents related to Store.
- 11) Details of deliveries rejected on inspection.
- 12) Certificates of invoices for quantity and quality.
- 13) Listing of obsolete, surplus and scrap materials for disposal.
- 14) Preparing RGP, NRGP, GRN for the materials inwarding and outwarding with proper reasons.
- 15) Material issue according to "FIFO" manner, and following "5 S" rules to concerned dept. for their activities such as maintenance, production, manufacturing and packaging etc.
- 16) Maintaining and checking safety stock everyday of all materials, to avoid any urgency.
- 17) Taking Self audit of Store to verify the Stock with Physical and in Software system, stock checking & Self auditing every month.
- 18) Follow-up for Short fallen material in Stock and Dead Stock materials laying in store stock.
- 19) Carrying out, stock count audit of third party at every quarterly.
- 20) Material planning as per production requirement and purchase requisitions.
- 21) Purchasing of material, Floating Inquiry, Price and Quality Negotiation, preparing purchase order, Providing Order confirmation, Strong follow-ups for pending order to ensure timely delivery, Payment of vendor.
- 22) Developing and improving upon inventory management procedures.

About Apex Controls

Apex controls, is manufacturing company of instrumentation, Electrical automation control panels, Starter panels, Motor Control centers, PLC based Panels, SCADA panels, VFD and servo drive panels.

Job Profile at Apex Controls :

- Preparing QC related Documents for Finished product of Electrical panel.
- QC report preparation based on Testing, Physical Checking, Material checking as per Bills of materials etc.
- Planning of materials for monthly production by reviewing pre-planning of requirements provided by customers companies.
- Checking and reviewing Stock of materials required as per the production planning chart.
- Preparing PO for the required materials by pre approval of higher authority.
- Follow-up for the ordered materials so that no shortages of materials arise at the time of production.

- Facing and Carrying out ISO audit, OHSAS audit of company, for QC related documents, Purchase Related Documents, Store Related Documents.
- Carrying out grievances related to quality of materials received by vendors in store, and preparing rejection report for that supplies and send back for rework or replacement purpose.
- Site visit at supplier end for quality assurances and development in the process of production.
- Periodically visiting at Customer's company for getting feedback upon the quality of product supplied to them.

Notice Period : - Immediate

Current Salary :- Rs. 3.05 L.P.A

Expected Salary: - As Per Company Norms.

PERSONAL PROFILE

Name	: Rakesh Kori
Date of Birth	: 23-12-1987
Father Name	: Suresh Kumar kori
Languages Known	: English, Hindi, and Gujarati
Nationality	: Indian
Email Address	: rakesh231287@gmail.com
Hobbies & Interests	: Listening to music, dancing
Permanent add.	: A-503. Karnavati Riviera, Opp. Municipal Water tank, Ahead Water tank, Karnavati enclave, Doon school Road, Near ramol police station, New maninagar- 382449, Ahmedabad, Gujarat.
Computer Skills	: SAP MM, ERP, MS Office, Outlook, Internet Surfing,

STRENGTHS

*Multi-Tasking, Tolerance, Confidence, Leadership Quality, Versatile, Diplomatic, Strong English Communication, Team Leading.

I HEREBY DECLARE THAT THE ABOVE GIVEN INFORMATION ARE TRUE FROM THE BEST OF MY KNOWLEDGE

RAKESH KORI