**RESUME**



**RAMSWAROOP RAIDAS**

Permanent Address:

Vill-Gorakhpur Thana+Tah. Ghansor

Post- Attaria Distt. Seoni (MP)

Pin:-480997

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**CAREER OBJECTIVE**

To be part an organization which can provide quality oriented environment, career advancement, where my knowledge and experience can be shared and used effectively for the organization.

**CAREER SUMMARY**

**WORK EXPERIENCE**

* Computer Teaching in Computer Hardware, Software & Office Management at Om computer Institute Maharajpur Jabalpur from 25 January 2008 to 30 May 2011.
* working as Assistant Material Management in BHARAT HEAVY ELECTRICALS LIMITED, Jhabua power project 1x600 MW, Barela Dist- Seoni M.P. through outsource with M/s Golden Edge. Engg. Pvt. Ltd. Since June 2011. to 12 june-2015
* warking as Assistant Material Management & Computer Operator Jhabua power project 1x600 MW, BarelaDist- Seoni M.P. through outsource with M/s Swift Securitas Pvt. Ltd. . Since July -2015 to MAY-2016
* **Working as store supervisor Jhabua Power Project 1x600 MW Barela Dist seoni M.P. Through outsource with M/s Total shipping & logistic pvt. Ltd.** Since MAY-2016 to till.

**RESPONSIBILITIES**

* GRN Preparation of plant Machinery & General received material in the MMS (Material Management System) .

Create Material Codification in SAP of all inventories and allocate material storage location.

Physical verification, stores accounting procedure.

Preparation of daily store Receipts & Consumption Reports.

Generating monthly report & interaction with other departments.

Developing operating controlling of consumption material managements System.

* Maintain FIFO system of stock issue and keep check on repairable and non-repairable Stock. Recently assigned commercial coordination of grinding unit (stock maintaining of raw material, marketing sale order, calculation of excise rate as per sale order).
* Daily Preservation & condition monitoring during storage to ensure intactness of quality of material And preservation is done to avoid deterioration.
* Responsible for receiving materials from the vendors through suitable documents such as Delivery Challans, Invoices, Test reports, Inspection report etc.
* Closing Statement, monthly, quarterly and yearly.
* To coordinate and ensure the construction of stores and storage types (Open Yard, Closed, diesel Bunks, Tanks) for each material and equipped with weighing equipment’s (weighbridge, weigh Balances).
* Ensure availability & use of racks, Almira’s, bins and bin cards, tag system to store and to fast retrieval of materials and to acknowledge the material indents.
* To coordinate and ensure that the material received against the purchase order and actual material received and highlight the deviations if any to accounts and purchase department.
* To unload the material received and ensure that they are properly sealed before unloading and stored safely and properly.

**EDUCATIONAL QUALIFICATION**

H.S.S.C : 10TH Board from MP Board of Secondary Education -2003

: 12TH Board from MP Board of Secondary Education -2005

GRADUATION : B.A. Mahakoshal College Jabalpur (autonomous) -2007

COMPUTER : (P.G.D.C.A.) Post Graduation Diploma in Computer Application (R.G.C.S.M.)

2008-2009.

**SYSTEM AWARENESS**

Operating Systems : WINDOWS, 7 & 8, SAP MADULE

Languages : MS Office -2017

**HOBBIES**

Listening to music & Playing Cricket.

**PERSONAL DETAILS**

Father’s Name : Shri RamlalRaidas

Date of Birth : 26th May 1987

Gender : Male

Marital status : Married

Languages known : English, Hindi

Permanent address : Vill-Gorakhpur Thana+Tah. Ghansor

Post- AttariaDistt. Seoni (mp)

Pin:-480997

**DECLARATION**

I hereby declare that the above mentioned information is correct to the best of my knowledge and belief.

Date………………..

Place:-……………. SIGNATURE ( RamswaroopRaidas)