**Santosh Kumar Barik**

**Mobile: 7532079905**

**E-Mail: jbmskbarik@gmail.com**



**I aspire to attune myself in accordance with the organizational goals and market needs. I believe in being a continuous learner and proactive in my approach and believe in the motto ‘You Are As Good As Your Last Performance’.**

**Brief Overview**

❒Currently working as an **‘Assistant Manager** with NMPL at Gurgaon.​

❒MBA (Supply Chain Management) from **NIMS Delhi**​ in 2013.​❒BA from **Utkal University**​ in 2003.​

❒12th Passed from Orissa Council in 2000.

❒ 10th Passed from Orissa Board in 1998.

❒ Adaptable and a quick learner; possess skills to work under pressure.

❒ Team player with strong analytical & organizational abilities.

❒ A team player with the ability to understand concepts quickly.

❒ Hardworking, honest and performance focused.

❒ Target oriented, dedicated and determined.

**Current Profile**

1. **Assistant Manager in Store & PPC’** with Neel Metal Products. – A Part of ​ **JBM Group**​. From Jan 2010​

**About The Company:**

.​JBM Group is an Rs.2700 cores conglomerate, with 10 Joint Ventures, 28 units across India, holding leadership presence in Steel Processing, Sheet Metal Pressing, Welded Assemblies, Exhaust Systems, Fuel Tanks, Steel. Tubes, LPG Cylinders, Tool/Die Manufacturing, High Tensile Fasteners, SPV in the Manufacturing sectors. JBM Group has international tie - ups & associations with world leaders like Arcelor, Ashok Leyland, Bellsonica Corporation, Daiwa Excel, Fanalca, Futaba Corporation, Hamamatsu Pipe Company, JFE Steel Corporation, MA CLN Group, Maruti Suzuki, Metal One Corporation, Nisshin Steel, Ogihara, Sandhar Technologies, Sumitomo Corporation, and Thai Summit Auto Parts, ThyssenKrupp, Yorozu Corporation.

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**Key Responsibilities:**

❒ Receive Schedule from Customer on Monthly Basic & Dispatch Accordingly

❒ daily checking FIFO & 5'S

❒Managing all type of required reports like MRS, MIS, Shortage, (Monthly, half yearly & yearly) closing and A-class reconciliation.

❒Store monitoring overall the receipt store activities as per proper documents.

❒Preparation of grin (goods receipt cum inspection note) for all item (capital goods, Raw material & job work material)

❒The ensure incoming Material Discrepancies are controlled and accounted for on receipt ❒ Dispatch of line Rejection GRN Rejection to Respective vendors.

❒Preparation & Reconciliation of Sub - contracting items.

❒Follow - up daily back - order (shortage)

❒Maintaining the Mini. &Max .Stock level.

❒Material handling.

❒Inventory control.

❒Inventory valuation an analysis of Raw Material and Components.

❒Generating list of non- moving / slow moving.

❒Co-ordination with internal dep't. Purchase, accounts, & excise.

**Previous company Profile**

Ihave worked with M/s Matheson sumi System Ltd. As a store Jr. Executive. Accredited with (ISO/TS) and collaboration with M/S Sumitomo wiring System Japan. This Company leads in market of wiring Harness, Which use in automobile. Wiring harness is nerves system of automobile.

❒To prepare and arrange all the documents for dispatch and maintain all relevant office documents.

❒Responsible for Cost Reduction in Stores.

❒Preparation of Various MIS Report EG. Stock Statement, Stock Valuation, Grin Rejection & Line rejection Statement Stock Transfer.

❒Knowledge Excisable & Non Excisable Documents.

❒Knowledge of all Form's Sale Tax.

❒Re-Conciliation of Form ST & Bill Invoice with Accounts Dept.

❒Specialist in Monthly Re-Conciliation & Maintain Back Up Data Monthly Basis.

❒Re-Conciliation of Material on Line & Party End. Though R.G.P. Bases.

❒Follow up Excisable R.G.P Material Procurement for job Work other Unit.

❒Audit of all types of documents.

❒To maintain the Validity of excise document related to the dispatch & receive material.

❒Coordination with the manufacturing department for urgently manufacturing stages still they are already delivers.

❒Interact with the Customer about the indent for successfully execute customer’s schedule.

❒Interacting with customer about their regular & extra requirement.

❒Monitoring dispatch vs. Schedule status.

❒Daily planning meeting with production, material & Manufacturing Dept.

❒Coordination with various departments for facilitating smooth workflow.

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**Additional Job Profile**

❒Independent Handling of Main Store.

❒Daily Audit FI/FO.

❒Monitor the PIKA-PIKA (5s)

❒Handling the Administration Problem in Store Department.

❒To do any other Job as and when requirement by Section Head.

**Experience**

❒10 Years

**IT- Forte**

Well Conversant with knowledge of computers with proficiency in MS-Office (Word, PowerPoint and Excels), Information Technology and Internet Applications.

**Personal Dossier**

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| --- | --- | --- |
| Date of Birth: |  | 01Feb 1983 |
| Languages Known: |  | Hindi, English, |
| Permanent Address: |  | At- Oliha Nilakantha Pur |

Po- Alailo, Dist-Kendrapara Orissa

**Signature**