

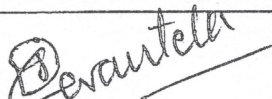
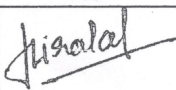
MITRA INDUSTRIES (P) LTD,
14/4, Delhi Mathura Road, Faridabad, Haryana

FORM NO. MIPL-HRD-012-02D EFFECTIVE DATE 17-04-2020 REVIEW DATE 16-04-2022

JOB Description

| | |
|---------------|-----------------|
| Name: | Hiralal |
| Designation: | Assistant Store |
| Department | Store |
| DOJ: | 01/10/2020 |
| Reporting To: | Manager Store |

| S.No. | Job Responsibilities |
|-------|--|
| 1. | To maintain records of all types of incoming Material of Maintenance Department. |
| 2. | To maintain the stock sheets of all SFG and Maintenance material. |
| 3. | Making Receipt cum Physical verification notes & Bin cards. |
| 4. | To ensure Good Housekeeping of Warehouse Department. |
| 5. | To verify the material receipt from vendor and inter department as well. |
| 6. | To ensure availability of all required material for production. |
| 7. | Maintaining records of rejection and disposal of all material. |
| 8. | To maintain the stock sheets of all SFG and Maintenance material. |
| 9. | To maintain record and Good Store Practice in all warehouse area. |
| 10. | To ensure receipt and storage of material as per status and storage condition. |
| 11. | To ensure updation of stock in SAP on daily basis. |
| 12. | To ensure issuance of all material based on FIFO. |
| 13. | To update the daily monitoring /verification of documentation. |
| 14. | To coordinate with QC & production department on daily basis activities. |
| 15. | To allocate the work to workers to complete the daily task. |
| 16. | To prepare the monthly statement and take the physical stock of all materials. |
| 17. | To ensure the availability of all SFG material for Production. |
| 18. | Issuances of all required material to the concern department as per requirement. |
| 19. | To fill the Work Orders received from all departments. |
| 20. | Any other task assigned by Reporting Manager/Seniors. |
| 21. | Functional Reporting shall be as per Departmental organogram |

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|----------------|---|--------------------|---|
| Signature- HOD |  | Signature Employee |  |
|----------------|---|--------------------|---|

Effective Date of Job Responsibilities: 17/04/2020

Revision No.: 06