

Resume

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MR DEEPAK N MORE

Head Line

Mater in Economics with **16 years** of Experience in Stores Management, Resource Mobilization procurement & Auditing

Career Objectives

- Currently working with M/s **Sunteck Reality Co. Ltd.**as Deputy Manager **Stores/Purchase (Residential & Commercial Project)**

- Expertise in Material Management activities involving Material Planning, Store Management, Inventory Control, Scheduling and Procurement of equipment and materials from sources.

- Developing vendors in co-ordination with user departments.

Training & Certification

Course/Module: 5 S Training ,Near miss, Kaizen , BAAN & Internal Auditing.

Conduct By : H.R. Corporate

Location : M/s Godrej & Boyce Mfg. Co. LIMITED Vikhroli

Course/Module : Inventory Package & Store Management ,

Conduct By : Purchase & Store Manager.

Location : Rohan Buildcon Ltd,Pune,

Course/Module: ISO Audit & Training Program

Conduct By : H.R. Corporate

Location : M/s Godrej & Boyce Mfg. Co. LIMITED

Job Experience

Organization : M/s **Sunteck Reality Co. Ltd.**

Period : 11July 2013. to Till Date

Designation : Deputy Manager **Stores/Purchase**

Location : (**Signature Island**) B.K.C (**750 Cr Residential Project**)

(Signia Isles ,Signia Pearl BKC & Signia High Borivali)

Job Profile :All Site Monitoring, Controlling, Reconciliation & Documentation

- Store Monitoring, Material Planning, and Weekly and Monthly report.

- Monthly Material physicals Verification Site Stock ,
- Co-ordination Suppler & Sub Contractor for material
- Material Co-ordination with Supplier
- Building use Material **Aggregate, Cement, Marble, Granite, Tile ,Wooden Plumbing , Electrical Material ,Shuttering, & Other**
- Working in ERP

Organization : **M/s Godrej & Boyce Mfg. Co. LIMITED**
 Period : **22Oct. - '2009 to 11July 2013**
 Designation : **Ass-Manager Stores/Purchase**
 Location : **Vikhroli Mumbai (Infra Project)**
 Job Profile : All India audit & Resource Mobilization

- E & E -PIRE – Stores coordinator.
- Resource Availability, Document Preparation, Security & Security Documentation, Safety & Non-Conformance Clearance.
- Excess material sale & Scarp sale.
- Procurement: Rates Negotiation, Preventive measures, stock Preservation Techniques, Procurement of the Material, vendor Management, Purchase Orders Management, Timely Delivery, Transportations, Reconciliation of construction material, equipments & Spares.
- To ensure timely arrangement of the required information for finalization of accounts and attending to audit observations.
- To return rejected materials to suppliers as per advise of purchase department.
- To identify surplus material and inform Regional/Divisional Inventory Controllers from time to time, for taking appropriate action.
- To claim insurance for transit damage.
- To ensure adequate and appropriate firefighting equipment and positioned in all storage places.
- Preparation of MIS.
- To ensure the safety & security of the material stocked, Scrap material management, Suppliers Management, Inspection Systems.
- To ensure implementation & maintaining to ISO & other statutory requirements for Stores & Purchase.

Organization : **Rohan Buildcon Ltd**
 Period : **14 August 2008 to 15th October 2009**
 Designation : **Sr.Officer Store/Purchase**
 Projects : **(Project : (Commercial& Residential)
 Rohan Mithila PUNE**

Store Monitoring, Material Planning, and Weekly and Monthly report.

- Monthly Material physicals Verification Site Stock ,
 - Building use Material Metal, Sand, River Sand Cement, Diesel Stock Plumbing Material Electrical Material Shuttering, Other
 - Consumable Materials & Vendor Approval, Local Purchasing , P.O & P.R Making ,
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Organization: **Ashoka Buildcon Ltd**
Period : (May 2003 to August 2008)
Designation : Post: Stores & Purchase Jr.Officer
Projects : (Project : Nagar Aurangabad Road project 142

- Site document and material verification identification mark taking
- Monthly Material physicals Verification Site Stock
- ISO Documentation & requirement and ISO Planning.

Educational Qualification

ADVANCE DIPLOMA IN COMPUTER APPLICATION (INFOSOFT COMPUTER TECHNOLOGY)
Malegaon Nasik Year of passing 2004. (**Sep.-2002 to Oct.-2004 Grade- "A"**)
STEP(Computer Course - (Datapro Computer institute Malegaon) Year of passing 2004. (August .-2002 to Jan.-
2004) Grade- Distinction
M.S.C.I.T (Malegaon Mumbai University of Passing **July 2007. Grade- Distinction**
M.A. (Pune University, Malegaon) M.S.G.College Malegaon
B.A. (Pune University, Malegaon) M.S.G.College Malegaon

PERSONNEL DETAILS:-

- ❖ Name- Deepak Nivrutti More
- ❖ Father Name –Nivrutti D More
- ❖ Date of birth: 11August 1980
- ❖ Marital Status: Married
- ❖ Hard working ability
- ❖ Good grasping power and speech
- ❖ CTC – (6.5 Lacks+ Other Facility)
- ❖ Expected CTC **20 %** High Negotiable

Date:

(Deepak N. More)