

# **CURRICULUM VITAE**

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**Biswanath Barik**  
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## **CAREER OBJECTIVE:-**

To utilize all my capabilities and knowledge to achieve excellence work in **Store and Warehousing.**

## **Educational Qualification:-**

B.Com From Utkal University Bhubaneswar.

## **Professional Qualification:-**

One year Diploma in computer programming from CLASSIC COMPUTER BANGALORE

## **Work experience**

Presently work with ROSMERTA AUTO TECH PVT.LTD. as Store in charge from 15<sup>th</sup> Nov-2018 to till date.

## **Past Experience:-**

- S.R.INDUSTRIES PVT. LTD. Gurgaon as Store EXUCUTIVE . From Feb. 2013 to Aug 2017.
- Working with M/S Sona okegawa precesion forgings ltd.Gurgaon as store executive from Aug.2009 to Jan.2013

## **JOB RESPONSIBILITIES :-**

- Receiving the material as purchase order ensuring the stock as Book and Physical tallies.
- Receiving of various materials and verification of materials received with reference to Delivery Chillan's (DC s) and Purchase Order (POs)
- Monitoring of Good Receipt Note' (GRN) on daily basis for all Direct and Indirect material
- Received and circulating the copy of information to Purchase section and department concerned
- Responsible to execute Material Control operations in accordance with routines and global guidelines for selected suppliers.
- Responsible to call off materials based on MRP calculations
- Responsible for follow-up with suppliers for on-time delivery
- Monitor the performance of suppliers in terms of delivery
- Co-ordinate with suppliers for any deviations (quantity discrepancy, documentation issues, quality concerns etc)
- Co-ordinate and support warehouse to set up Safety stocks and re-order levels
- Prepare Daily FG & Raw Material Stock Report.
- Co- ordination with the production department for completing jobs.
- Ensuring the quality of the material and Unloading of material after receiving proper report from the assurance department.

- Co-ordination with scrap dealers for lifting the scrap accumulated in scrap yard as and when required.
- Responsible for documentation for material discrepancies, transportation damage and making RTV invoice for rejection materials for disposal to supplier
- Responsible for maintaining 100% “FIFO & LIFO” for critical components.
- Daily Shortage reports generation according to production plan.
- Hands on experience of working in **ERP (SAP, Oracle)** material Masters)

#### **DISPATCH ACTIVITY :-**

- Verification of accuracy of loading plan with oracle with respect to quantity, item description and party name.
- Ensuring that only good condition vehicles gets loaded by doing inspection of vehicles as per loading check sheet before starting loading of vehicle.
- Entering of all information related to transportation like Transporter name, vehicle number, LR numbers ETC before releasing of pick slip.
- Generating of pick slip from oracle before starting loading, to ensure that correct stocks is picked from warehouse and loaded as per FEFO as suggested in the pick slip.
- Ensuring 100% FEFO compliance while loading of stocks based pick slip report generated for the vehicle.
- Planning of stacking of stocks in vehicle for both single party and party wise if multi party loading plan.
- Ensuring that all good stock gets loaded in the vehicle, thereby instructing loaders to remove stain, torn, leakage cartons/tins while loading is on.
- Making sales order for FGS goods & Scrap.
- Release Schedule for sales for Invoice/Bill making
- Making ST38 outward forms for dispatch Materials.
- Making daily sales reports.

#### **INVENTORY CONTROL :-**

- Monitor the physical inventory accuracy of each Material and to ensure it to be above 99% in comparison to the ERP Inventory by Plant and storage location.
- Ensure that each Material follows the ERP Physical Inventory Process at each month end, by recording the physical inventory into ERP.
- Ensure the Good Warehouse Management practices by regular audit.
- Ensure First-In-First-Out (FIFO) principle is followed for all the products.
- Ensure storage design in a manner to economize on total space required and to maximize space utilization, with minimum capital expense.
- Managing warehouse operations ensuring optimum inventory levels to achieve maximum cost savings with minimum holding of stock.
- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Relevant experience as a material controller (5-7 Years)
- Good knowledge of Automobile products

- Knowledge of languages (English,Odiya, Hindi).

### **Purchasing Activities**

Preparation and processing of requisitions  
Send requests for quotation through email to different suppliers.  
Preparation of Purchase order. In ERP ( ORACLE ) systems.  
Purchase order processing  
Checking confirmations of purchase orders.  
Coordinating and following up of schedules, deadlines and delivery dates  
Extensive use of Internet for finding and developing new suppliers  
Procurement of Consumables and safety and Stationery Items .  
Making Comparative Statement  
Market Survey  
Supplier Analysis  
Making Purchase related Reports  
Relies Schedule, Bill / Invoice Verify,  
Opening supplier site in ERP for new supplier  
Creation of Item code for consumable , safety items and office stationery items.

### **Maintenance of Records:**

Responsible for ensuring proper computerization and documentation of  
Good Receipt Note (GRN)  
Daily receipts of materials register  
Daily issues of materials register  
Daily Stock Report  
Monthly physical stock report  
Stock ledger  
Discrepancy Report

### **Key Responsibilities**

Preparation of MRN, Preparation of Material Issue Slip.  
Create RGP, NRGP and 57F4 Challan in ERP  
Create job work material reconciliation report.  
Storage of material in the proper bins & location.  
Prepared Report no of Non moving / dead stock inventory.  
Maintaining of Stock Ledger & Monthly Physical Verification.  
Prepare of Consumption Sheet,  
Preparation of RGP & NRGP.

### **PERSONAL DETAIL:**

Father's Name	:	Sh. Brundaban Barik
Date of Birth	:	15 <sup>th</sup> October 1977
Marital status	:	Married
Sex	:	Male
Language known	:	English, Hindi

Experience : 7 Years

PLACE: .....

DATE:..... ( Biswanath Barik )