

# CURRICULUM VITAE

**Jitendra Marth**  
**Store-Officer**  
**+919178612266**

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**Objective:** Adapt to the new trends and technologies in Construction sector and with all the advantage of eleven years of experience enjoy the success and growth that I could bring for the company and myself.

***Position Applied*** ***Store-Officer***

***Year of Experience*** ***10 year 11Months***

## **Employment History**

**A]. First Employer** : S J CONTRACTS PVT. LTD, Pune  
**Current Designation** : Jr. Store -Officer (Civil Structural).  
**Working Period** : 2012 to 2015

**B]. Second Working At** : AVINASH INFRAVENTURES LLP .  
**Current Designation** : Store –Officer  
**Working Period** : 2015 to Aug 2023

**C]. Third Working At** : ASHIANA HOUSING LTD.  
**Current Designation** : Store –Officer  
**Working Period** : 16<sup>th</sup> Aug 2023 to 5<sup>th</sup> April 2024

I] Project Name : Gurugovind Singh Refinery , Bhathinda, Punjan.  
Position : Store –Assistant

II] Project Name : Indian Oil Corporation Limited, Paradeep, Odisha  
Position : Store –Assistant

III] Project Name : Thermax Babcock & Wilcox Energy Solution Private Limited, Pune.  
Position :Store:-Officer

IV] Project Name :Asian Paint Limited , Satara, Maharastra.  
Position :Store:-Officer

V] Project Name :Navsari To Boisar Transmission Line, Silvassa , Gujurat  
Position :Store:-Officer

VI] Project Name	:Construction Work Of 720 Dwelling Unit in 36 Block Of G+3 At Adityapur Under Pradhan Mantri Awas Yojana,
Position	: .Store:-Officer
VII] Project Name	:Construction Work Of G+14 Senior Living at Ashiana Vatsalya,Chennai.
Position	: Store:-Officer

Work Description (Stores) :

- **Procurement of revenue items.**
- **Local purchases.**
- **Indents Posting & Digitalization on system.**
- **MRN Preparation.**
- **EDC Creation**
- **Material Requesting –( EMR )**
- **Daily MRIN (Materials Received Inward Note )Preparation**
- **Physical Verification.**
- **Maintaining records of receipt and issue.**
- **Better inventory checks.**
- **Wastage & deterioration of materials will be less.**
- **Less transportation time.**
- **Sending the surplus items to other sites/stores.**
- **Informed to PE the actual stock status.**
- **Logistics and transportation management.**
- **Monthly state Purchase and outside state purchases (SGST/CGST) details send to account/finance and procurement head.**
- **Scarp disposal (SDR).**
- **ITR/ETR Creation on portal.**
- **Tools tackle registration on System.**
- **Ensure the quantity of the incoming material as per purchase order.**
- **Track order and ensure timely delivery.**
- **To effectively manage and document all day to day materials transaction at site as per ISO and EIP requirements.**
- **Making GRN in System and Forwarding payment advice to finance.**
- **Monitor stock levels and place orders as needed.**
- **Managing stores operations and transactions.**
- **Follow up vendors & suppliers for delivery materials at site in timely .**
- **Regularly Indent – PO check and informed to PO dep. For emergency materials statues.**

- All types of report making like. weekly , monthly and quarterly as per HO requirement
- Diesel consumption report prepared daily basis and luck book maintain and check by PM & VP.
- DPR prepared and send to planning dep. Every day at to do meeting .
- Housekeeping and bin card update on daily basis.
- Inter job stock transfer and details send to HO team .

### **Strength**

**Personal Strength** : Always willing to learn more, hardworking, Self-motivated.  
: Able to perform under pressure.  
: Must be organized and punctual.

**Professional Strength** : Knowledge of All Material  
: Work under Government project rules.

### **Educational Background**

<b>Educational Qualification :-</b>	<b>Division</b>
10 <sup>th</sup> :- KB Dev High School ( BSE –Odisha)	Second
12 <sup>th</sup> :- RM Mahavidyalay (CHSE-Odisha)	Second
Diploma:- In Electrical Engg. :-ZIST(SCTVT-Odisha)	First

### **Computer Awareness**

**Operating System** : OCAC, WINDOWS XP.

**Applications** : Computer Diploma In Software ( six Month )

### **Current Address**

### **Permanent Address**

<p><b>Address</b> :</p>    <p><b>Mobile No</b> : +919178612266</p> <p><b>Email</b> : <u>Jitendramartha@gmail.com</u></p>	<p><b>Address : At:-Kantamalim</b></p> <p><b>Post:-Simore</b></p> <p><b>Dist:-Khurdha(Orissa)</b></p> <p><b>Pin:- 752061</b></p> <p><b>Via:-Baghamari</b></p> <p><b>Home No:+918260861312</b></p>
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### **Personal Particulars**

**Age** : 31 year  
**Nationality** : Indian  
**Marital Status** :Married

**Date of Birth** : 15 May 1992  
**Gender** : Male  
**Religion** :Hindu

*Jitendra martha*  
**JITENDRA MARTHA**

**(09178612266)**