

MAHESH SINGH

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Objective

To work with a reputed Organization so as to get practical knowledge as well as to achieve a challenging position and explore my capabilities, skills and sense of dedication towards my duties with a sole aim of seeing the progress of the organization which at the end will automatically make me an achiever.

Work Experience :

Company : SAEL (Sustainable & Affordable Energy For Life),

Designation : Senior Executive

Department : Store & logistics.

Duration : 11 Sept. 2023. to till date.

Company : Barmalt Malting India Pvt. Ltd C/o Mondelez India Foods Pvt. Ltd.(Cadbury India),

Designation : Executive

Department : Store & logistics.

Duration : 08 Aug 2017 to 04 Sep 2023.

Job Profile:

- Responsible for about store & Dispatch activities.
- Preparing all dispatch documents, technical reports as per customer requirements.
- Receiving of the material from the vendors and assisting them for their queries.
- Planning timely loading & Unloading the consignment & ensuring the timely Punching bills in the system.
- Raise depot-to depot stock transfer Note (STN) & E-Way Bill (EWB).
- MIS Preparation daily basis.
- GRN & MRN of the received material as per invoice, PO & ASN (Advance Ship Note) and physical Quantities.
- Material Issuance Planning according to consumption on Line.
- Making PO (Purchase Order).
- Receipt the all incoming materials as per Invoice.
- Controlling on RGP & NRGPs & Weekly review on timely closing of RGPs
- Maintain the material scanning process at the time of vehicle loading & unloading.
- Coordinate with all concern departments to Operations team.
- Maintaining FIFO,LIFO,FEFO in the organization
- Inventory Management, Inventory Control & Inventory Level.
- Stock takes Daily Monthly & Yearly.
- Periodic audits & Kaizen Making daily routine.
- Gemba Coordination and efficiency monitoring
- Team handling & motivation of team member.
- Maintain SOP & 5S

EDUCATIONAL QUALIFICATION

- Pursuing M.B.A. (Supply Chain Management) from SGV University Jaipur.
 - BSc. from Agra University in Year 2017.
 - DOAP (diploma in office automation & publishing) Professional course from RGCSM Bharatpur (Rajasthan)
 - Intermediate from Allahabad Board (U.P) in year 2013.
 - High school From Allahabad Board (U.P) in year 2010.

COMPUTER SKILL

- Working knowledge of **SAP (Systems, Applications, Products)**
 - Software: MS-Office- Word, Excel, Power Point, E-mail and Internet.
 - HTML &DHTML (CSS) &FRONT Page.
 - Financial Accounting Tally (9.0), (7.2).
 - D.T.P. (Page Maker, And Coral Draw Photo Shop.

Strength

- Honest, trustworthy and productive.
 - Consistently maintain a positive attitude and enjoy helping people.
 - Always ready to face challenges with a friendly attitude.

Personal Details

Name : Mahesh Singh
Fathers name : Mr. Nanua Singh
Address : Village & Post: - Abhorra.
Teh. - Kumher Dist. - Bharatpur (Raj.) Pin - 321202
Date Of Birth : 10th Aug, 1993.
Marital Status : Married
Interests : Traveling & Music.
Expected Salary : Negotiable

Self-Declaration

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:

Place:

MAHESH SINGH