

# PULKIT GUPTA

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To make a position in corporate world and work enthusiastically in team to achieve the goal of organization alongwith enhancing my current skills and knowledge.

## PROFESSIONAL EXPERIENCE

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### NTF India Pvt Ltd (Gurugram,HR)

2022 – Present

Jr. Executive (Supply Chain Department)

- Making GRNs of vendor's bills, service bills and job work bills.
- Issuance according to BOM.
- Receiving Material according to PO.
- Daily Monitor of regular uses material.
- Maintain the data minimum and maximum inventory according to daily consumption.
- Analyzed customer feedback and implemented changes to improve customer experience.
- Analyzed and managed the budget.
- Monitored daily store activities.
- Preparation of MIS/Reports.
- Daily Basis of Perpetual Inventory.
- Making PO of material.
- Responsible of Store 5s and improvement of store department.
- Daily documentation work
- Making of RGP/NRGP challans.
- Maintain the Scrap area
- Send the book the rejection to the vendor.
- Maintain the FIFO and LIFO.
- Inventory control.
- Manage Non-Moving Item and Slow –Moving Items
- Reconciliation of Vendors Bills.
- Reporting to SCM Head (DGM)
- Arrange the cons. Items on time from vendor.
- Identify and implement of action plan to reduce hazards material.
- Daily review the paint material/RM/BOP material shortage.

### UFI India Pvt. Ltd. (BAWAL,HR)

2021 – 2022

Trainee (SCM)

- Making GRNs of vendor's bills.
- Issuance of material according to Issue slips.
- Material Verification of Incoming area.
- Generate WMS Tag.

## EDUCATION

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Jetking, Vikas Puri, New Delhi

Diploma in MNA

2019-2021

SRK University, Bhopal, M.P.

Graduate in Bachelor of Arts

2017-2019

Sarvodaya Boys Senior Secondary School Vikaspuri, New Delhi.

Senior School Certification in Vocational

2016

Sanjeevani Public School, Uttam Nagar, New Delhi

Secondary School Certificate

2014

## **SKILLS & OTHER**

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- SAP
- EXCEL
- MANAGEMENT INFORMATION SYSTEM
- INVENTORY
- STOCK CONTROL
- TEAM WORK
- STOCK TAKING
- 5S

## **LANGUAGES**

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- ENGLISH
- HINDI

## **PERSONAL INFORMATION**

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- Date of Birth - 31-oct-1998
- Gender - Male
- Marital Status - Single
- Nationality - Indian

## **DECLARATION**

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I hereby declare that the above information given by me is true to the best of my knowledge and belief, if given a chance, I can prove myself.

Place: - New Delhi

Pulkit Gupta