

# CURRICULUM VITAE

**NIMESH THAKOR** nimeshthakor859@gmail.com

8107758532  
9327721399

## **CAREER OBJECTIVE**

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To achieve career growth in the reputed organization with hard work and dedication, that will give an edge to my career.

## **WORK EXPERIENCE**

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- Worked with NIFA Info comp services Pvt Ltd a Skill Development company under RSLDC Scheme of Rajasthan Govt, as Store supervisor& MIS executive from September 2015 to May 2016(9 months)

### ROLES& RESPONSIBILITIES

Mims, Material selection, Material Handling Equipment, Material flow,Bulk Material Handling,

Accounting ,Financial Analysis, Advertising ,Auditing ,Inventory Management , Material Management ,MRP:- Material Requirements Planning ,Fifo,Lifo,Dispatchers

- Professional development course Jun 2016 to May March 2017
- Worked with Muskan sans than a Skill Development firm under RSLDC Scheme of Rajasthan Govt , as Store supervisor& MIS executive April 2017 to Jun 2018 In both above companies my responsibilities were as under-:(1.5 years)

### ROLES& RESPONSIBILITIES

Grn(Goods Received notes), Mims, Pr(Purchase Requisition Manual Record, Material selection, Material Handling Equipment, Material flow ,Bulk Material Handling ,Accounting , Financial Analysis, Auditing ,Ms office, Inventory Management ,Material Management , Mrp(Material Requirements Planning), Raw Material ,Material Handling , Physical stock verification ,Fifo,Lifo, Dispatchers

- Professional development course July 2018 to May Jan 2019(7 months)
- Vishal housesing society Store supervisor& MIS executive Feb 2019 to April 2019(3 months)

- ROLES& RESPONSIBILITIES

Grn, Physical stock Verification, Vandour Management ,Financial Analysis , Advertising, Auditing ,

- Professional development course May 2019 to Jul 2019
- Sng public school Material supervisor Aug 2019 to Nov 2019(4 months)  
Grn , Bulk Material Handling ,Accounting ,Fifo, Lifo ,Stationery Management Record Book
- Professional development course Dec 2019 to May 2020

- Currently working kvr Baseline Resources private limited( Ramky Group) Balotra waste management project, hazardous waste management project (as a store in charge post) June 2020 to till date

#### ROLES& RESPONSIBILITIES

Supply Chain Management , Grn, Computer Literacy, Store Setup, Sap mm , Physical Stock Verification , Management Information System , Purchase Requisition Material selection Process, Indent Create Manual or Digital , Good Material Design , Material Flow, Bulk Material Handling , Material Management , Material Requirement Planning ,Hazardous Materials Handling Placing Of orders to Vendors through ERP and Manually Responsible For and executes import scheduling processes to ensure OTD is met Focuses on schedule development and provides Follow up on the execution of purchase Orders to local vendors Monitor Stock availability ,orders and performs various tasks necessary to schedule Responsible for providing product availability information to business Generating Planning sheet and demand for placing purchase orders Supervise MIS Monthly And 5s Various report generating and tracking Coordinate with transporters regarding inbound shipment Receives physical cargo from the trucks and move the goods to the inbound area using Verification of package condition while receiving the orders and take necessary action Complete the grn process

#### **EDUCATION QUALIFICATION**

<b>2023-25</b>	<b>PGDMM(POST GRADUATE DIPLOMA IN MATERIAL MANAGEMENT ) IIMM(DISTANCE )</b>
<b>2023</b>	Bachelor of Arts from VMoukota, a Distance University
<b>2015</b>	Polytechnic Diploma in Computer Science and engineering from Board of Technical education Rajasthan.
<b>2009</b>	Senior Secondary from Rajasthan Board with commerce.
<b>2006</b>	Matriculation from Rajasthan education board.

#### **Future planning Education**

**Post graduate diploma in material management from INDIAN INSTITUTE OF MATERIAL MANAGEMENT (2 YEARS DISTANCE POST GRADUATE PROGRAM )**

**Post graduate diploma in material management& SUPPLY CHAIN &LOGISTICS from INDIAN INSTITUTE OF MATERIAL MANAGEMENT (2 YEARS DISTANCE POST GRADUATE**

## **PROGRAM )**

### **STORES SKILLS**

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- Maintain inward & outward register on daily basis
- Make GRN ( Goods received note )
- Make material request slip all department ( user department)
- Maintain diesel issue register 1 site stock 2 pump issue diesel
- Make material request slip site stock , pump issue
- Maintain RGP( Returnable gate pass ) NRGP( Non returnable gate pass )
- Maintain RGP Register
- Maintain NRGP outward register
- Receive indent by user department
- Maintain invoice deposit register and verify by accountant
- Maintain store tracker report monthly mis provided by company format
- Receive verify material report by user department
- Maintain housekeeping material register admin department
- Maintain stock transfer site to other site
- Maintain stationery register without po material
- Purchase cash stationery materials and housekeeping materials
- RGP & NRGP Should be emailed to Authorise Department
- Maintain all vehicles service book

- Maintain consumable material stock record register
- Maintain admin material stock register
- work in sap

### **Language Skills:**

- Hindi & English

### **PERSONAL DETAILS**

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Name:	Nimesh Thakor S/o Upendra Nath Thakor
Cast:	Trivedi Mewara, Brahmin
Permanent Address:	VPO Naugama, Via-Chhinch, Dist- Banswara,
Rajasthan Mobile:	8107758532, 9327721399
Date of Birth:	09 Feb, 1992
Nationality:	Indian

### **PERSONAL COMPETENCIES**

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- Ability to work in a fast-paced environment to meet deadlines
- Excellent in oral and written correspondence with an exceptional attention to detail
- Highly organised with a creative flair for work
- Enthusiastic self-starter who contributes well to the team
- Punctual in time

### **INTERESTS AND ACTIVITIES**

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- Biography

### **REFERENCES**

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1. linkedin.com website

Date:-

Place:-

(Nimesh Thakor)

