

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 & NRGP & 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