

# CURRICULUM VITAE

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

**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, Silvasa , 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) :	<ul style="list-style-type: none"> <li>➤ <b>Procurement of revenue items.</b></li> <li>➤ <b>Local purchases.</b></li> <li>➤ <b>Indents Posting &amp; Digitalization on system.</b></li> <li>➤ <b>MRN Preparation.</b></li> <li>➤ <b>EDC Creation</b></li> <li>➤ <b>Material Requesting -( EMR )</b></li> <li>➤ <b>Daily MRIN (Materials Received Inward Note )Preparation</b></li> <li>➤ <b>Physical Verification.</b></li> <li>➤ <b>Maintaining records of receipt and issue.</b></li> <li>➤ <b>Better inventory checks.</b></li> <li>➤ <b>Wastage &amp; deterioration of materials will be less.</b></li> <li>➤ <b>Less transportation time.</b></li> <li>➤ <b>Sending the surplus items to other sites/stores.</b></li> <li>➤ <b>Informed to PE the actual stock status.</b></li> <li>➤ <b>Logistics and transportation management.</b></li> <li>➤ <b>Monthly state Purchase and outside state purchases (SGST/CGST) details send to account/finance and procurement head.</b></li> <li>➤ <b>Scarp disposal (SDR).</b></li> <li>➤ <b>ITR/ETR Creation on portal.</b></li> <li>➤ <b>Tools tackle registration on System.</b></li> <li>➤ <b>Ensure the quantity of the incoming material as per purchase order.</b></li> <li>➤ <b>Track order and ensure timely delivery.</b></li> <li>➤ <b>To effectively manage and document all day to day materials transaction at site as per ISO and EIP requirements.</b></li> <li>➤ <b>Making GRN in System and Forwarding payment advice to finance.</b></li> <li>➤ <b>Monitor stock levels and place orders as needed.</b></li> <li>➤ <b>Managing stores operations and transactions.</b></li> <li>➤ <b>Follow up vendors &amp; suppliers for delivery materials at site in timely .</b></li> <li>➤ <b>Regularly Indent – PO check and informed to PO dep. For emergency materials statuses.</b></li> </ul>

- 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

**Address** :

### Permanent Address

**Address : At:-Kantamalim**

**Post:-Simore**

**Dist:-Khurdha(Orissa)**

**Pin:- 752061**

**Via:-Baghamari**

**Mobile No** : +919178612266

**Email** : Jitendramartha@gmail.com

**Home No:+918260861312**

### Personal Particulars

Age	: 31 year	Date of Birth	: 15 May 1992
Nationality	: Indian	Gender	: Male
Marital Status	: Married	Religion	: Hindu

Jitendra martha  
JITENDRA MARTHA

(09178612266)