



Pradyuman K. Chaudhary

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Executive Summary

- *MBA from National Institute of Business Management CHENNAI in 2008*
- *B.Com from Vikram University UJJAIN in 1992*
- *27 Years work experience as a store officer in NSAIL*

Qualification

Sr. No.	Exam Passed	Board/University	Year	Division
01	Ex.M.B.A.	National Institute of Business Management CHENNAI [ISO-9001 : 2000 CERTIFIED]	2008	Ist
02	B.Com.	Vikram University UJJAIN [M.P.]	1992	IIInd
03	H.S.S. [10+2+3]	Board of Secondary Education BHOPAL [M.P.]	1989	IIInd

AD.QUALIFICATION :- **6-Month Computer Course**

EXPERIENCE : - **27 Years**

**FEB.1996 to 05-Feb.2019 => National Steel & Agro Industries Limited-
SEJWAYA, Dist.-DHAR , M.P.**

[Certified ISO -9001:2015 & 14001:2015]

[Certified: OHSAS-18001:2007]

POST : - **Officer [Stores]**

Career objective:-

My well found objective is to utilize my professional expertise in a setup which demands total competence and creativity. It should provide a motivating and Professional environment, to enable me in determine my best to the company.

Skills:-

1. Deep knowledge of all the commercial function.
2. Well versed with ISO 9001:2015 & 14001:2015 Procedures and documentation conducted internal audits for various departments.
3. Ability to work under pressure of deadlines and motivate others in same situation.

Work Experience:-

14-Feb.1996 to 05-Feb.2019 National Steel & Agro Industries Limited Sejwaya, Dist:Dhar, M.P.
[An ISO 9001:2015 & 14001:2015 Company].

POST: - Officer [Stores].

Job Profile :-

- Looking after inventory Control and functional Support in Oracle data base and application.
- System establishment and organization for all inventory activities to make better inventory accounting and control
- Responsible for monitoring daily material receipts / consumption and send for Repair & job work & Scrap Material dispatch.
- Preparation of monthly MIR [Management Information Report] Preparation list of Non-moving Near Expiries, and Scrap Material.
- To carry out monthly physical Inventory verification.

NATURE OF WORK :-

Inventory Section :-

- Checking of Daily Physical Report then watch ROL & EOQ after then Prepared requisition.
- Receive Quotation then approval of quotation with User Department.
- First time Required Material allotted of New Item code & Enter in Computer.
- To Watch Monthly Consumption then EOQ and ROL Decide. Analysis of ABC, V/E/D &F/S/N
- To Watch Care Fully Short Time Expiring Material and Non Moving Material .

Receipt Section:-

- Unloading of Material & Checking with Challan then Checking of Challan with P. O. If Material Shortage OR Damage then prepare Shortage/Damage Report and submit to Section Incharge.
- Damage Materials Return to Supplier through Purchase Department with Gate-Pass.
- Receipt Material Entries in Computer and Preparing M.R.I.N. Every Day.
- Receipt Report Send to all Department Every Day.
- Material Inspection by User Department with Store Supervisor.
- Shifted of OK Condition Material in Proper Location by Store Keeper but Material is any Region Not OK then Rejection Report Prepared and Send to HOD Purchase Department and within 5days Material return to supplier through Purchase Department by Gate-Pass

Issue / Return Section :-

- Daily Physical and Report to Inventory Section Incharge.
- Material Issue again Issue Slip, Proper Analyses of Issue Slip As Authorize Signature , Department Name, Cost Centre, Material Description, Remark Etc. then Material Issue. after then Issue slip number allot and Entries in Issue Slip Register and Computer. In case material Issue for out of plant then Prepare Returnable or Non-Returnable Gate-Pass and Returnable Material not received within a month then Prepare Pending Gate-Pass List and submit it to Section Incharge .
- Daily Tools requisition (D.T.R.) a Part of Issue/Return Section. This against Tools Daily Issue and Return Prepare D.T.R. Pending List End of Month and Summit to Section Incharge .
- To Material Return fromPlant with Return Slip,OK Condition Material Shifting to Proper Location Other Wise Shifted to Scrap Yard.
- Daily Issue & Return Checking

Miscellaneous Work Section :-

Invoice :- To Match Invoice With Purchase Order then Quantity Verified withMaterial Receipt cum Inspection Note (M.R.I.N.) after then attached M.R.I.N. withInvoice and send to Account Departmentthrough Purchase Department.

Job Work & Scrap :-Material Loading For Job Work & Document Prepare , Useful Material & Scrap Material Shorting ,Proper Shifting&Scrap Material Report send to Marketing Department .Scrap Loading & Document Prepared .

Reporting :- Monthly Consumption Report Department Wise send to all Department ,Monthly Consumption summary Sendto A/c., & Director, Monthly LedgerChecking Pending Requisition Report.Send to Purchase Department ,Yearly Consumption Report &Stock- Report Send to A/c Department & Director,

My Responsibility

My Self Section Incharge and my Responsibility is Control Each Section and Collect Report . I collect and submit Report As :

Receipt Section: - Daily Receipt Report, Material Receipt Cum Inspection Note ,Material Shortage / Damage Report , Rejected Material Report With Region andSubmit H.O.D. and Purchase Department then Rejected / Damaged MaterialsReturn to Supplier withGate Pass through Purchase Department.

Issue Section :- Checking of Daily Physical Report , Checking of Pending List ofReturnable Gate Pass List and Submit to HOD [Stores] , & All Related DepartmentH.O.D., Checking of D.T.R. Pending List and Submit of HOD [Stores] & all RelatedDepartment of H.O.D. Checking of Return Material List.

Inventory Section: -Approved of Requisition after Stock Checking, Short time ExpiryMaterial Report Submit to HOD [Stores] and send to User Department.Reporting of Non Moving Material HOD Stores and HOD of User Department. Planning of Inventories Control, Studies of Various Factors & Received SuggestionsOf our Staff. & Such Mistakes in Received Material or Issue Slip or Physical Report and to Correct it.

Miscellaneous Work Section: -Checking of Invoice with MRIN and Report of Sending Bill in a month and pending MRIN due to absent Bill & Pending Bill Due to absentMRIN Find Region and Clear it.Checking of Job Work / Scrap Paper & Gate Pass and Report Collect of Scrap Material Position. And Stock Report Send to Marketing Department.Verify Each Report of Issue to Store .

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10-Mar.1994 to 10-Feb.1996 => LAXMI MOTORS - INDORE

POST: -Account Assistant Cum Computer Operator

NATURE OF WORK :-

Maintain of Purchase Register & Sales Register, Ledger Book, Petty Cash Book, Cash Book, Stock Register, Prepared of Party Statement, Entries of Received Material and Prepared Sales Invoices, Cheque Payment Entries, Cheque Received Entries, Petty Cash Entries, and Cash Book Entries. Daily Sales Report, Daily Stock Report, Daily Expenses Report, Monthly Sales Report, Monthly Stock Report, Monthly Expenses Report Yearly Sales and Purchase Report, Yearly Stock Report, Profit & Loss A/c., Trail Balance, Balance Sheet.

My Responsibility :-

- Entries of Received Material, Prepared of Sales Invoice, Entries of Cheque Payment & Received Cheque, Entries of Petty Cash, Cash Book .
- Daily Receipt Material Report, Daily Sales Report, Daily Stock Report, Daily Expenses Report.
- Monthly Sales Report, Monthly Stock Report, Monthly Expenses Report.
- Yearly Sales & Purchase Report, Yearly Stock Report .
- Profit & Loss A/c., Trail Balance, Balance Sheet.

17-May-1992 to 09-Mar.1994 => ARPIT ENTERPRISES - INDORE

POST :-Accounts Assistant

NATURE OF WORK :-

- Maintain of Purchase & Sales Register Daily, Entries of Ledger Daily,
- Maintain of Petty Cash Book Daily, Maintain of Cash Book .
- Prepared of Party Statement, Maintain of Stock Register Prepared of
- Profit & Loss Account, Trail Balance & Balance Sheet.

My Responsibility :-

Maintain of Purchase & Sales Register, Prepared of Party Statement Petty Cash Book Maintain

DRAWN SALARY :- 34603 + Accommodation

EXPECTED SALARY :- Negotiable