

# **CURRICULUM VITE**

## **Ram Singh**

48 anand vihar A, Benar road, Jhotwara

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## **OBJECTIVE:** -

The ambition to work in a well-developed, innovative and organized organization that will provide the opportunity to engage and participate in activities that would involve teamwork, critical thinking, brain streaming and most of all to accommodate my abilities, experience as well as my knowledge.

## **At M/s. KEC International limited Jaipur (an RPG Enterprise Group Co.)**

**Industry Profile:** KEC International limited (an RPG Enterprise Group Co.) in the business of Power Transmission is the largest in Asia and the second largest in the world. The main areas of business are Design, Manufacture, Supply and Construction of Over Head Power Transmission Line Towers

*Designation: Officer yards*

**Duration:** -

*Off Roll at KEC– Nov 2014 to oct 2018*

*On Roll at KEC– Nov 2018 to Till Date.*

## **Work experience at KEC**

### **Raw yard -**

- Making MIS report on daily basis.
- Supervision of Materials unloading at Raw Yard as per FIFO.
- Supervision of Materials issue to Production shops as per MIR & Machine loading plan
- Coordination with Material team / Planning team / QA for resolution of any issue regarding GRN preparation.
- Tracking of MIR & issue of allocated Material for Shop feeding as per priority.
- Maintain 5S at Raw Yard and documents.
- Cut Length stacking at Yard.
- TBT in yard on daily basis for ensure safe work.
- Stock taking of Materials on quarterly basis.

### **Finish yard –**

- Coordination with concerned department to complete the project as per committed targets.
- Coordination with the project manager / Site Manager for the site progress & to decide the project priorities for dispatches and packaging.
- Ensure material dispatches as per site requirements.
- Accountable for release of all commercial documents with dispatch vehicle like packing list, E- invoice, Custom invoice, E- way bill, Lorry receipts, Bundle matrix etc.
- Preparing plan for dispatches, raising vehicle / Container requirement as per dispatch plan.
- Packing & Dispatch (Tower line – Domestic and Export , Substation , Telecom tower, Railway material & Bolt nut )

## SAP Work – Raw yard & Finish yard

- **MM Module** - ME creation, Steel & BNA GRN preparation, MIR updation, SRN updation, Purchase return challan, STO challan, Stock correction PI, Home consumption, Service entry sheet, PR requisition, PO preparation. , Material creation, Material maintain. Etc.....
- **SD Module** - FG Delivery challan, PGI, Shipment, GST E-invoice, Custom invoice, Way bill, FG transfer to TT, FG transfer to SY yard , Direct dispatch BNA documentation, Production updation.
- **PP Module** - Plant COGI clear.

### Reports

- Make daily material receive and dispatch Report.
- Work Pendency Report send to HOD.
- Daily feedback reports send to HOD.
- Location wise item report main-tend on daily basis.
- Main-tend rejection and damage report on weekly basis.

### Key Areas of Expertise:

- Advance level MS Office (Word, Excel, PowerPoint, Outlook).
- Advance level ERP systems & Oracle i-Proc, JD Edwards.

### EDUCATIONAL QUALIFICATION: -

Examination	Board/University	Year
Diploma in Mechanical	Institute of Management and Engineering (New Delhi)	2015
M.com	Rajasthan University	2014
B.com	Rajasthan University	2012
12th Class	Secondary Board of Education, Ajmer	2009

### PERSONAL INFORMATION

Name : Ram Singh  
Father's name : Shree. Laxman Singh  
Date of Birth : 09/03/1992  
Marital Status : Married  
Languages : English, Hindi  
Address : 48 Anand vihar-A, Benar road Jhotwara, Jaipur  
Mo. No. : 9602573733

**Hobbies** : Outdoor photography and Video shooting , visiting new places .

**Strength** : Adaptable , Learner , Team Work & ready to accept new challenges .

I hereby declare that above information is true as per of my best knowledge.

**Date :** -

**Place :-**

**Ram Singh**