

RESUME

SHARATH KUMAR.A
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CAREER OBJECTIVE:

To Pursue a challenging career and working that would offer opportunities to contribute in individual capacity and also as a team member . Looking for opportunities for best contribution from my side & development of interpersonal & communication skills to the industry which I am serving .

STRENGHTS AND OTHER ATTRIBUTES:

- Work hard to achieve the goals in time & accurately.
- Learning new technologies in short time.
- Analytical, inter-personal and communication skills.
- Creative and able to concentrate for long hours.
- My patience & ability to work in a team

EDUCATION DETAILS:

- X Standard
 - Board - S.S.C
 - Institute - Vani Vidya Vihar High School.
 - Year - 2006
 - Aggregate Percentage - 64%
- Diploma
 - Board - State Board of Technical E&T,AP.
 - Institute - SSGPT Ranjole, Zaheerabad.
 - Group - DEEE
 - Year - 2011
 - Aggregate Percentage - 57.81%
- Degree
 - Board - Dr. Ambedkar University
 - Group - BA
 - Year - 2020
 - Aggregate Percentage - 58%

WORK EXPERIENCE:

I AVAJOOTHA SHARATH KUMAR did Diploma in EEE(State Board of technical Education & Training -AP) & also completed graduation in BA from Dr.BR Ambedkar Open University through Distance Mode. Having technical Background & with interest in commercial activities I have chosen Materials Management as my profession. I got opportunity to work with NTPC Stores as outsourced Skilled manpower. During Last 10 years I got opportunity to work in different areas of stores & also become familiar to work in sap environment.

WORK EXPERIENCE IN DIFFERENT AREAS:

STORES RECEIPT & LOGISTICS:

- Material Inward accounting & preparation of inbound.
- Receipt of stores & identification with reference to Purchase order.
- Coordination with users to forwarding the materials to Inward inspection & follow up with users for inspection.
- Processing Payments to vendors as per Purchase order terms & conditions.
- Handing over of materials to warehouse (Stores custody).
- Initiation of Transportation contracts & processing freight payments

Marine Insurance:

- Purchasing of Marine insurance policies
- Declaration of insurance of Inward & Outward Consignments.
- Identification of Discrepancies/Damages in stores receipts. Claims Lodging & follow up with insurance for settlement of claims.

Warehouse(Custody):

- Taking over of materials from Receipt section & Bin location updation
- Timely Materials Issues to users & subcontractors and Batch Cross Verifications.
- Materials Handling and Storage House Keeping of Stores Area and Up-Keeping of Materials according to ISO, and 5S Procedures
- Preservation of materials as OEM guidelines & user recommendations.
- Joint Physical verification of stores in collaboration with auditors.

INVENTORY MANAGEMENT:

- ABC,XYZ & FSN, classification for effective optimization of inventory.

- Identification of Non Moving Items(NMI), Obsolete, Surplus & unserviceable items.
- Liquidation of surplus & NMI inventory through stock transfer Purchase orders.
- Inward/Outward records of stock transfer & preparation of GST Invoices & E-way Bills.
- Creation of PR for ARS(Auto Replenishment system)

Stores Supporting activities:

- Initiating, Material handling & Manpower contracts for stores related activities & execution through Outsourced manpower.
- Up keeping availability of stores weighbridge, weigh scales, HSD & petrol dispensing pumps .
- Yearly calibration of weigh scales.
- Timely renewals of explosive license of Gas Godowns, fuel storages.
- Monitoring hydraulic testing dates of Gas cylinders.

Scrap disposal:

- Scrap receipt & formation of Scrap lots
- finalization of auction terms.
- Preparation of sale orders, delivery orders.
- Accounting of scrap Payment receipts
- Scrap sale to customer & generation of tax invoices for scrap lifting.

SAP/ERP activities

- Convergent to carry out all above activities in SAP Platform.
- Familiar with , MIGO activities & T-Codes related to MM module and SD module related to Stores material management.
- Familiar in generation of various reports for management information.

TECHNICAL SKILLS:

- Basis of SAP
- Ms-Office

PERSONAL PROFILE:

Name : A.SHARATH KUMAR

Father's Name : A.JEEVAN

Date of Birth : 20-05-1991

Nationality : Indian

Religion : Hindu.

Languages Known : Telugu, English .

Permanent Address : AVAJOOTHA SHARATH KUMAR,
S/O:A.JEEVAN
D.NO.20-5-20,
GANDHI NAGAR,
GODAVARI KHANI,KARIMNAGAR.

DECLARATION:

I hereby declare that the information furnished above is correct up to my knowledge.

Place:

Date: (A.SHARATH KUMAR)