

YASH PAL

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Linkedin Profile

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Detail-oriented and experienced Storekeeper with a proven track record of efficiently managing inventory, optimizing warehouse operations, and providing exceptional customer service. Seeking a challenging position where I can leverage my skills and expertise to contribute to the success of the organization.

EXPERIENCE

STOREKEEPER, ONEIC, SQUH

02.02.2018 – TILL DATE

- Reviews daily Store activity by maintaining accurate and updated Stores Inventory data.
- Ensure all the required consumables and spare parts are available at all times.
- Plan and forecast the required consumables and spare parts in advance.
- Prepares purchase orders for procurement of consumables and spares as per the specifications provided by the production department.
- Ensure proper book keeping of purchased and issued material at all times.
- Ensure GRN and Material issue reports are done promptly and appropriately on daily basis.
- Reconciles invoices with respective GRNs and forwards it to Accounts/Finance Department for payments.
- To ensure the correctness in the quality, quantity, specifications, condition of the materials received from

Utilized Oracle software (e.g., Oracle Inventory Management, Oracle Payables) to manage petty cash transactions, including:

- Recording petty cash disbursements and reimbursements.
- Reconciling petty cash accounts.
- Generating reports on petty cash activity.

Purchase Orders:

- Created purchase orders for goods and services using Oracle software, ensuring:
- Accuracy of order details (quantities, descriptions, pricing).
- Compliance with company purchasing policies and procedures.
- Timely submission of orders to vendors.

Processed purchase orders through the entire procurement cycle, including:

- Receiving and reviewing vendor quotations.
- Negotiating pricing and terms with vendors.
- Obtaining approvals for purchase orders.
- Monitoring order status and delivery schedules.

EDUCATION

- **Bachelor of Information Technology (B.Sc.) - 59%**
Lovely Professional University, Jalandhar, Punjab
- **H.S.C – 73%**
H.P Board , City Kangra, Himachal Pradesh
- **S.S.C- 65%**
H.P Board , City Kangra, Himachal Pradesh

TECHNICAL SKILLS:

Document Control Systems (DCS) & Document Management Software (DMS):

- Proficiency in using software specifically designed for document control, such as Laserfiche, OpenText, or E-Builder.

Version Control:

- Understanding and applying version control practices to track changes, maintain document history, and prevent conflicts.

Quality Assurance and Compliance:

- Ability to ensure documents meet quality standards and comply with relevant regulations and industry best practices.

Record Keeping and Archiving:

- Implementing effective strategies for storing and maintaining documents according to retention policies and legal requirements.

Document Classification and Categorization:

- Organizing documents using logical and consistent classification systems for efficient retrieval.

Document Retrieval and Distribution:

- Effectively locating and distributing documents to authorized personnel based on need and access controls.

Change Control Processes:

- Implementing and adhering to established procedures for managing document changes, approvals, and revisions.

Data Entry and Management:

- Accurately entering and managing document metadata for efficient searching and organization.
- Inventory Management
- Inventory Control