Yash Pal

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| Muscat Ruwi, Oman  94230481  paly7841@gmail.com  Linkedin Profile  [**linkedin.com/in/yash-pal-118751259**](https://www.linkedin.com/in/yash-pal-118751259)  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. | |
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| ExperienceSTOREKEEPER, ONEIC, SQUH01.09.2019 – 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. | |
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| EducationBachelor 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** | |
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| 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 | |
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