

**\*Supply Chain Management (Store/Dispatch)\***

**\*CURRICULUM VITAE\***

**\*Narendra Pal Singh\* Address: C/o. Sri D.S.Dasila,**

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**Nainital, Uttarakhand,**

**Mob. - 9410333412/ 8449341712**

**SUPPLY CHAIN MANAGEMENT (STORE/DISPATCH/OTHERS)**

**CAREER OBJECTIVE:**

**Seeking a position to utilize my skills and abilities in the respective field that offers Professional growth while being resourceful, innovative and flexible. And make myself**

**Perfect and stable with continuous learning and self-development. Use core of my knowledge and management skills for the group that values team work, Strives for excellence and in process allows individual and organizational growth.**

**EDUCATIONAL QUALIFICATION:**

**\*Post Graduate in Economics from K.U. Nainital, Uttarakhand.\***

**PROFESSIONAL QUALIFICATION:**

**\*One year (DCST), computer course from ET&T, Delhi.\***

**WORK EXPERIENCE: Fourteen Years Works Experience in Supply Chain Management (Store/Dispatch Management.)**

**\*1-Worked With Codjet India Delhi As A Store Incharge.\***

**\*2-Worked with POLYPLEX CORPORATION LTD. Bazpur U. S.Nagar Uttarakhand as a Executive (Junior Manager)-SCM.\*□**

**\*3-Worked with M/S SUPREME TREVES PVT. LTD.(Tata Vendor)Rudrapur Pantnagar(U.K.) As a \*Incharge Materials.\***

**\*4-Worked with M/S GANESH POLYTEX LTD.Pantnagar Rudrapur Uttarakhand as a Asstt.Store In charge Engineering and Raw Material Store.\***

**\*5-Worked With M/S BIKANERWALA FOODS PVT. LTD.(An ISO 9001:2000&HACCP and SQF 2000cm Certified co.)Delhi.As a Asstt.Store/Dispatch Incharge.\***

**JOB RESPONSIBILITY :Knowledge of ERP Management System & SAP (ECC-6 Version System) Knowledge of MM Module & SD Module.**

- ☐ **Maintaining all Record of Store.**
- ☐ **Unloading of Inward Consignments Putting Proper Receipt tag and forwarded to Inward**

**Quality.**

- ☐ **Proper Record Keeping of Receipts and Issue of Components.**
- ☐ **Material Receipt and Issue as per FIFO Method.**
- ☐ **Daily Material Receipts Information to Concern Departments.**
- ☐ **Preparing inventory and Dispatch record Make Dispatch Invoice through SAP.**
- ☐ **Knowledge of job work Challan through SAP.**
- ☐ **Planning and Inventory Control Maintain With FIFO System.**
- ☐ **Maintaining of Incoming and Outgoing material and other data entry in computer.**
- ☐ **Co-ordinate with Purchase, Production, Quality Control Department &Store and Dispatch**

**Section.**

- ☐ **Making MIS. Report. MIS Reports Like Daily Rcpt of Raw Material, Daily Issue of Material,**

**Damage Raw Material Details, Rejection details, Short Receipts, Pending “GRN”.**

- ☐ **Daily Attended Regular Production Meeting.**
- ☐ **Checking Daily Stock Statement.**
- ☐ **Preparation of G.R.N. (Self, Job Work, Import) After Verification & Distribution of G.R.N. to**

## **Accounts Depts.**

- ☐ **Daily Stock Reports to Concern Departments.**
- ☐ **Inventory of RM as per stock, supply schedule making RM requirement.**
- ☐ **Managing All Raw Materials Suppliers.**
- ☐ **Managing Rejected Materials & Return to Vendor.**
- ☐ **Instruction to floor person for material handling & Issue.**
- ☐ **All Activities Related to 5S Workplace Management.**
- ☐ **Check Physical Inventory of Store.**
- ☐ **Responsibility of work station and Management.**
- ☐ **Major Responsibilities include Raw Material/Consumables Receipt, FIFO Control**

**and Manpower handling.**

- ☐ **Rcpt. of Material as per Purchase Order, if any discrepancy found, immediately report**

**to Stores Head/HO Purchase Team for necessary corrections.**

- ☐ **Ensures that Incoming Invoice details are correct like Vendor Name, Address, Purchase Order Number provided, Excise Duty, Sales tax, VAT are correctly calculated, Excise Regn. Number maintained, Prices are matching with Purchase Order, if any discrepancy found immediately report to Stores Head and get it corrected from vendor.**

- ☐ **Coordination with Purchase Team at HO regarding Timely rcpt of Raw Material/**

## **Consumables**

- ☐ **Raced. domestic raw material. Imported Raw Material/Consumables from vendors.**

**From Weightment of Raw Materials till unloading of Material at their proper location. Handling more than 20 Labors for Unloading/Shifting of Raw Material to Production**

**Depts.**

☐ ☐ **Ensures that No G.R. is pending on Daily basis, if any, and then ensures that GR**

**Pending report submitted on daily basis to Stores Head with reasons.**

**Complete control from Rcpt of Raw Material/Consumables till issue to Production.**

**All Material issued to Production must be on duly Signed & approved Material Issue**

**Slip.**

☐ ☐ **Keep track of Rejection/Short Rcpt of Raw Material/Consumables. Timely return of**

**rejected material to Vendor and timely Information to Accounts Deptt for deduction**

☐ ☐ **Maintaining F.I.F.O for Raw Material (First in First Out) and ensures that 100% FIFO**

**followed in Raw Material issue**

☐ ☐ **Daily checking of Gate Entry register with MIS Report to check that no material left**

**unchecked.**

**EXTRA KNOWLEDGE**

**Kaizen, 5S System .**

**PERSONAL PROFILE:**

**Sex : Male**

**Date of Birth : 14th June, 1978**

**Father's Name : Sh. Nayan Singh**

**Mother's Name : Smt. Hansa Devi**

**Nationality : Indian**

**Marital Status : Unmarried**

**Language Known : Hindi, English.**

**Hobbies : Reading Newspaper and Books.**

**Strength : Accept the problem as challenge.**

**Permanent Address : Village – Gothali,**

**P.O. – Bhainsiyachhana,**

**Distt. – Almora, Uttarakhand, (India),**

**Pin Code-263624,**

**Phone:-0-9410333412,  
8449341712**

**Date :**

**Place : HALDWANI**

**(NARENDRA PAL SINGH)**