***CURRICULUM VITAE***

***C/O Shri Pramod Kumar Singh***

***At – Belan Bazar, Bangali Tola, Dist: Munger (Bihar) 811201***

***Mb.no: - 08409369607/08102352591***

***E-mail: kumarsaket138@gmail.com*** *Your browser may not support display of this image.****SAKET KUMAR***

***Career Objective:***

*Accomplished and energetic Store, Supply Chain & Logistics Management with 7+ years of experience and a solid history of achievement in distributing and maintaining service. Motivated leader with strong organizational and prioritization abilities.*

***EDUCATIONAL QUALIFICATION:***

*Pursuing PGD in Supply Chain Management & Logistics from IIMM, Mumbai*

*B.A passed from M.U Gaya University in the year of 2016 with 2nd division.*

***ACADEMIC PROFILE:***

*10th passed from C.B.S.E Delhi in the year of 2005 with 2nd division.*

*12th passed from B.S.E.B Patna in the year of 2007 with 2nd division.*

***SOFTWARE EXPERTISE:***

***Operating System*** *: Dos, window 8 /windows10*

***Packages*** *: MS Office, MS Excel, ERP software (CMCM System), DBMS*

### *KEY SKILL:*

*Presentation, Analytical & Creative Mind, Attention to Details, Decision making & Problem solving, Effective communication, Time Management, maintain personal safety, data, asset safety and work with complete integrity with zero violations, collaborate effectively within the team internally and externally, Take complete ownership on the portfolio and deliver as per the goals, Leadership, Motivation, Multi-Tasking, Organizational skills, Making the first sale of the day. Etc.*

### *TOTAL EXPERIENCE:*

### *7 Years total working experience as a Store Executive in Store Department.*

### *Work Experience: -*

* *Presently Working as a* ***Store Executive*** *in Alphageo (India) Limited. Client Oil & Natural Gas Corporations. Ltd. Since May 2019 till Date.*

***About Company****:*

### *Alphageo (India) Limited is the largest onshore integrated seismic service provider in the private sector and enjoys a market leadership in seismic survey. Incorporated in 1987 with headquarters in Hyderabad, India. To offer seismic and other related services to the rapidly growing oil exploration and production sector. The company's globally-benchmarked competence comprises acquisition, processing and interpretation of seismic data for oil exploration*

***Job profile: -***

* *Preparation daily GRN & MRN in software.*
* *Daily entry of issue slip.*
* *Maintain stock ledger.*
* *Maintain day to day stock report for purchase and issue material.*
* *Checking with bill in purchase orders.*
* *Identification of all material in store.*
* *To ensure safe keeping both as to quality & quantity of material.*
* *Proper inventory stock tracking end of the months.*
* *Ordering stock in time before purchase run out.*
* *Maintain minimum stock in store for all raw material & consumable material.*
* *Maintain the FIFO system in store.*
* *Maintain 5’s in store department.*
* *Ensure the store area is kept clean and tidy and free from hazards.*
* *Responsible of all material handling equipment are in good condition.*
* *Proper loading and unloading in store department.*
* *Dispatch area handling.*
* *Negotiating with the vendors for material procurement.*
* *Material Packing and Box Marking and Dispatch Outbound Transactions both Local and Outstation over all PAN India*

### *PAST EXPERIENCE:*

* *Worked as an* ***Asst.Store Keeper*** *in Arvind Techno Engineers Pvt.Ltd, Lal Darbaza Munger (Bihar) Client E.C. Railway. Since July 2016 to April 2019.*

***About Company****:*

* *Arvind Techno Engineers Pvt. Ltd.is a multi crore company. The Company has emerged as a dominant player in the infrastructure projects.*

### *STRENGTH:*

### *A quick learner ability to adapt to challenging environment.*

### *Punctual and hardworking (hard working is the key to success).*

### *Strong interpersonal skills.*

### *Believe in team work.*

### *AREAS OF INTEREST:*

### *Store & Finished good department*

### *Supply Chain Management.*

### *Logistic & Dispatches*

### *Procurements*

### *Language Known:*

* *English/Hindi*

***Personal Detail:***

* *Father Name: Shree Pramod Kumar Singh*
* *Date of Birth: 18.10.1989*
* *Sex: Male*
* *Nationality: Indian*
* *Marital Status: Unmarried*
* *Religion: Hindu*

*Date –*

*Place-  (Saket Kumar)*