**Name : Tapendra Gupta**

**E-Mail : [tapendra.1986gupta@gmail.com](mailto:tapendra.1986gupta@gmail.com)**

**MOB. NO. : +91-7976650927,7568751415**

**Address :- 2/303 N.E.B. Extn.,Alwar (Raj.)**

**PROFESSIONAL SKILL**

To make the optimum use of my strength and capabilities to get. The best result and contribute the maximum share in the success journeys of the organization and my self.

**SUMMARY OF QUALIFICATION**

12th passed from Ajmer Board Rajasthan

B.A. Passed from Kota Open University Rajasthan

Advance Diploma in Store Management from M.G.U.

**INDUSTRIAL EXPERIENCE**

**TOTAL EXPERIENCE** : 13years

ASSOCIATED ALCOHOL AND BREWERIES LTD- Barwaha MP Aug. 2022 to present As A CL Store Jr. Officer.

**ADIE BROSWON BREWERIES PVT. LTD**.-Gurdaspur Punjab Sep. 2018 to July 2022 As A Store Executive.

**MIKUNI INDIA PVT. LTD**.-NEEMRANA, RAJ. Sep. 2017 to Aug 2018 As A Dispatch Jr. Officer.

**CARLSBERG INDIA PVT. LTD**.- ALWAR, RAJ. July.2010 to Sep. 2017 As A Store Assistant Executive.

**JOB RESPONSIBILITIES**

* Over all responsibilities for RM/PM/CL Store.
* All day to day activity of the store including stock receipt stock issue and record maintenance.
* Responsible for material receiving, preparing MRP, verification of material write invoice and Highlight the deviations if any.
* Make challan returnable/ non returnable in fins.
* Physical verification of purchases Invoice with software on daily basis.
* Maintain rejection record and rejected material return to vendor.
* To check the physically inventory daily or weekly basis and ensure to correct figure matching with software.
* To maintain record of RGP and NRGP.
* Maintaining bin Card and ensure matching with physical stock.
* Daily base submits the invoice to finance dept.
* Receive ok material of production
* Receive inward slip and check the material and entry in inward excel.
* Receive Dispatch Destination from H.O.
* Prepare Dispatch planning.
* Interaction with transport for arranges vehicle for shipment.
* Lay down as planning on variant wise and batch wise on SEPARATE PALLETS AND CHECK VARIANT, BATCH NUMBER AND QUANTITY.
* Check the condition of track start loading as per loading chart and after loading.
* To check all of the parameters as per checklist before dispatch.
* Dispatch the LR Copy and Invoice to customer as per equerry.
* Check all transport bills related to dispatch.
* Ensure correct dispatch as per requirement.
* To prepare monthly report.
* Handling of stock and reagents on monthly basis.

**COMPUTER KNOWLEDGE**

MS-Office(EXCEL)

Baan

ERP

Navision Program

**PRSONAL DETAILS**

Father Name : Sh. Surendra Babu Gupta

Marital Status : Married

Date of Birth : 09 DEC. 1986

Language Known : Hindi and English

**Date :**

**Place : Alwar**