**CURRICULUM VITAE**

**RESUME**

**OM PRAKASH PANDEY**

**Address: -** Vill- Kaichhua Padan,Thana- Naighari

**District: -** Rewa Mauganj ( M.P.)

**State: - Madhaya Pradesh**

**Mobile no:-**9200264325

**Email ID:- rsompandey143@gmail.com**

**OBJECTIVE:-**

**To take up the responsibility in an organization where my personal potential can mark a meaningful to the organizations success as well as self development.**

**Educational Qualification:-**

* 10 th Passed 2013 from MP Board.
* 12 th Passed 2016 from MP Board.
* Data entry skills Passed 2019 N.S.D.C NIIT at new Delhi, India.
* B.sc Passed 2021 from M.P. BHOJ UNIVERSITY, Bhopal.
* DCA Passed 2018 from MCU Indore
* Telly ERP 9 with GST.
* Sap portal MM,PP,QM,SD. Module

**Computer Education:-**

* Full knowledge of computer.
* Good Experience in Microsoft office and Excel worksheet Ms office
* Work with SAP HANA SAP – SD and MM module

**Working Experience:-**

* I have 6 Month Experience as Quality Checker in Force Motors PVT LTD PITHAMPUR Since - 10 July 2016 to December 2016
* I have 2017 to 2020 in 3 years 5 Month Experience as sales SAP portal dispatch area in SPARK Minda Sai Pvt Ltd Pithampur 3 March 2017 to 25 2020.
* I have 2020 to 2022 in 1 years 9 Month Experience as sales SAP portal dispatch area in SPARK Minda Sai Pvt Ltd Pune Chakan. 1 August 2020 to 20 may 2022.
* I have 2022 to 2022 in 6 Months Experience as VRL logistic Indore. Logistic officer. 17 july to 22 December 2023
* Presently working in SM Auto Engineering Pvt Ltd pithampur 24 December 2023 to till now date.

**Roles and responsibilities:-**

* Responsible for dispatch the materials as per schedule.
* Preparation of Invoice of dispatch materials, supplementary invoice.
* Maintain the manpower
* Scheduling the vehicle of customers.
* Preparation of monthly summary of dispatch, customers wise and inventory.
* Responsible for all production planning and maintain dispatch planning schedule in advance.
* Plan complete outward activities advance planning of packing materials area, manpower vehicle requirement.
* SAP (billing and inventory, invoicing, GRN, PO, Production punching.
* Organizes item order by editing for price promotions and weight compliance.
* Arranges shipments by checking stock to determine inventory levels.
* Ships items by examining items destination route, rate, and delivery time ordering carriers.
* Keeping pricing promotion purchase order and credit-limit information confidential.
* Proper invoice with material verification and rejection book dispatch invoice
* Invoice booking pendency at customer and inter company.
* Keep proper record of acknowledgement of material supply to customer with proper received

stamp& sign.

* Customer communication related to ASN & invoices and resolves our plant issues.
* Looking after overall functions of Stores with Material Planning
* Oversee the coordination Materials Planning that meets production requirements and minimizing inventory levels and its wastage.
* Managing warehouse-Inventory; Planning & Supply chain management. (SCM)
* Responsible to handle a team of subordinates as a leader.
* Responsible for to use & implement SAP (Navision) & other
* Proactively identify and develop strategic concepts for material management and Inventory control process.
* Responsible for Planning, Raw materials & Consumables etc.
* Subcontracting operations with vendors for non in-house operations.
* Monthly, Quarterly, half yearly & annual Physical verification of stocks.
* Responsible of Receipt & issue of Raw Material, consumables, BOP, spare parts, packaging material.
* Generation of Shortage of Rejection invoice as per GRN
* Making Returnable & Non-Returnable GatePass
* Material Follow up from Purchase Deptt of shortages Materials
* All Material FIFO Maintain.
* Managing daily material transaction of inward and outward.
* To Handling the Materials arrangement from the supplier During stop the Line Production the absence of Purchase Officer.
* Timely issue of Material to various dept. as per their requirement and same posted in system after verification of proper signed hard copy of issue slip.

**Personal Brief:-**

* **Name** : OM PRAKASH PANDEY
* **Father name** : DYASHANKAR PANDEY
* **D.O.B** : 14/02/1998
* **Gender** : Male
* **Nationality** : Indian
* **Marital status** : Unmarried
* **Language know** : Hindi & English (Read,Write, Spoken)

**Declaration :-**

I have declared that the above mentioned information is correct in my knowledge and I bear the responsibility for the correctness to the above mentioned particulars.

**Date:- ……………..** ( OM PRAKASH PANDEY **)**

**Place:- …………….**