CURRICULUM VITAE

From:

**Hariprasadrao .CH**

S/o Ch.Krishnamurthy,

Plot No-LIG 65,

Vuda Colony, Madhavadhara,

Visakhapatnam.

Andhrapradesh-530018

Mob No-09966612521

Mail Id: **hariprasad1611@gmail.com**

Respected Sir,

Sub: Looking for the Position of: **STORES INVENTORY / PROCUREMENT**-Requested -Reg

I would like to bring your kind notice as I Mr.Hariprasadrao.Ch having Thirteen years of experience in Store / Procurement & Accounts departments In Various Infrastructure companies.

With the above cited experience, I am here with applying for any suitable post in your esteemed organization; I hope that you will kind enough to give me an opportunity to serve in your organization. I assure you to perform my job with full enthusiasm and responsibility if you have given an opportunity.

I am herewith enclosing my resume for your kind consideration and perusal.

Thanking you

Yours Faithfully,

Hariprasad.Ch

HARIPRASAD.CH

Mobile No-9966612521 E-mail: hariprasad1611@gmail.com

Summary of Profile

Objective

Looking forward to work with an Organization that gives me an Opportunity to expand professionally as well as adds on to my Knowledge along with the growth of the Organization.

Professional Profile

Maintain store ,Bin Card System, Preparation of Purchase indent, Material Receipt Note, Physical Balance Maintenance, Local Purchasing, Vendor Enquiry, Quotation (Receipt required) Prepare HSD, Lubricants, Stock reports, Preparation of MIS reports, Inventory store ledgers with accounts Issues ,GRN ,Maintenance Inventory Levels , Assets .Manpower utilize ,Stock/ material /Master data Creation, Material Part no creation / BOM Preparation, Material Reconciliation, Store Expenditure Account maintenance, Verification of Physical Stock and reconciliation, Forwarding of reply and implementation of correct Action Receiving of Purchase Indent, Processing and placing of purchase order, Getting Samples as per Technical specification, Developing new vendors *follow-*up management instructions etc…

Strengths

Have an ability to take right decision at work, Leadership power to utilize manpower, Diligent,

Flexible, Willing to relocate, Self-Confident, Hard work, Patience.

Core Functional Strengths

* Checking of Incoming Materials, Maintain Inward-Outward Registers, Indent Registers, Goods Receipt Registers, Checking of Stock at Site. Materials procurement follow up, Inventory Control.
* MaterialsVerification,MaintainStoresRecords(GRIN,ISSUES,STOCK,REPORTS Etc)
* Data updating, by preparing weekly, Monthly reports for the management.
* Issuing the materials through the Authorized persons. Preparing Stock Reports every month and Preparing Debit/Credit Notes. Coordinating with all departments in interest of smooth functioning of the Organization.
* Manage Coordinate and Control the Stores, Maintain store items, Inventory and Supervising. Responsible for receipting ,issuing where deemed necessary
* Material requirement planning for daily & monthly bases &Verify and check all stores related data & Monitors receiving activities, stock storing, and inventory issues , Material reconciliation & Maintaining FIFO & LIFO
* Verifying the receipts inward register for proper entry of DC, Stock ledger for proper posting of inward materials & Issue register for posting of issues, Stock ledger for proper posting issues.
* Required material along with tech spec details sending the enquires to Vendors & Collection of Quotations from vendors. Handle overall stores activities at Project Site of the company requirements. Take stock on monthly basis and reconcile the same. Inform the office about new stock and Keep track of physical stock and tally with computer records.
* Receive materials take care of demurrage’s, in transit damages and taking preventive measures for the safety of stocked goods. Handle all materials like timber, plywood, MEP materials and other building materials used in construction industry.
* Placing indents on Supplies/Purchase Department for timely availability of material/FIFO/LIFO.Physical management and proper upkeep of stock materials stores.
* Conduct periodic cyclic checks and stock reconciliation. Ensure proper documentation and process discipline among team. Generate daily-monthly stock reports as requested by the   management. Plan for upcoming goods, preventive measures and stock control
* Evaluating competitive offers to determine the overall the best offer for the material, Negotiating with the party for lowest price, Terms & Conditions, Mode of transport Follow upping Etc.
* Preparing and soliciting competitive quotation and proposals with proper specifications, Terms and conditions & proper approval from higher authority.
* Ensures that stock items are received, preserved, stored and delivered with limited or no loss & Maintain monthly material consumption report.
* Clearing the bill by verifying rates (With PO), Quantity (With GRN from STORE), sending it to Finance dept. with proper record. Vendor Development, Personal verification, Local Market Enquiry Etc.
* Makes recommendations concerning stock levels and items to be stocked. Assist in timely reconciliation of general ledger accounts related to stores
* Ensures appropriate documents are completed, such as store demands, goods received forms and requisition papers & Reports in ERP (PLUM), Focus -5.
* Responsible those procedures, storage conditions and practices comply with company and regulatory requirements & Contacts vendors, manufacturers and transportation companies on complaints.
* Places items in bins, containers, floors, lockers and shelves according to the characteristics of the items to be stored, Posts information in ledgers or to other records; extracts data from receiving or shipping papers, requisitions and related documents.

**RECEIVING PROCUDERS**

* Receives all incoming shipments, Verify and inspects for conformity to appropriate purchase orders. Notify and / or delivers received items to address.
* Receives, Classifies, and credits returned or reclaimed materials, supplies and equipment and replaces them in stock according to an existing storage system.
* Unpacks materials, supplies, tools and equipment. Verifies articles received against packing list and purchase orders. Counts or weighs the articles, stores articles in prescribed bin, Racks and Floor or Yard sites.
* Inspects incoming materials for wear, damage or defects reports any discrepancies or damage in materials received notifies the proper person if repairs or adjustments are required.
* Process receiving and delivery for Inventory and Non-Inventory items purchased by satellite warehouses.
* Goods Receipt Note (GRN) Preparation and communication with Finance /Accounts / Purchase Departments.
* Issue Ledger management and control at Site.

**ISSUES PROCUDERS**

* Issue articles upon requisition, May use hand tolls to cut stock size prior to issue
* Stages most materials , supplies and Equipment for crews
* Assembles materials from requisition forms. Loads and unloads the materials and equipment and supplies from trucks. Loads docks and runway.
* Handle all issuances of construction meters (Hydrant meters) to outside customers and process receiving of returned construction meters following proper producers.
* May determine materials requirements from general item description or from construction /MEP drawings or Specification, may contact vendor to determine availability of parts and equipment. Coordinating with all Civil / MEP departments their related items.

**MATERIAL ORDERING PROCUDERS**

* Writes up Purchase requisitions to maintain adequate Inventory of materials and supplies and initiates special orders for maintain and parts for special jobs.
* Co-ordinates with Engineering / MEP departments regarding for planned jobs. Works with accounting section concerning discrepancies in deliveries and to identify and anticipate problems regarding a transaction on a purchase or delivery.
* Coordinate with purchasing section on materials relating to purchase, Inventory and Non-Inventory items according to specifications and standards.

**MATERIAL CONTROLING PROCUDERS**

* Performs the clerical checking of new stores as they are being received. May work outdoors or away from the supply yard i.e. May deliver parts to crews or other districts facilities.
* Performs clerical duties associated with Storekeeping Functions and Prepare form records and obtain necessary signatures for stock issued. Labels items for storage as required, Assists in filling receiving reports and requisitions.
* Maintain the stock area, warehouses and other work area in clean and orderly condition.
* Ensure the security of equipment and supplies kept in storage areas by locking up the Equipment as needed. Process the return of materials to vendor or materials to scrapped or junked. Solves difficult problems such as tracing purchase documents or Partial shipments. Operates an on-line computer system to access, input, and change inventory data related informations.Applies code number to materials and equipment from existing code system.

Organizational experience

* **Year**  **:** **October 2013 to January-2016**

**Company**  **:** Abir Infrastructure Pvt Ltd

**Position**   **:** Stores Officer.

**Project**   **:** **Bay park Hotel and resorts Project at Visakhapatnam**

* **Year**  **:** **July 2010 to October 2013**

**Company**  **:** Rail one Projects Pvt Ltd

**Position**   **:** Stores In charge.

**Project**   **:** **Titlagarh to Raipur Rly Doubling Project**

* **Year**  **:** **July 2008 to April 2010**

**Company**  **:** Navayuga Engineering Ltd

**Position**  **:** Store Keeper

**Project**  **: Krishnapatnam port Ltd and Kalvakurthy Irrigation Project**

* **Year**  **:** **August 2003 to June 2008**

**Company**  **:** PLRC Ltd

**Position** **:** Store Executive

**Project :** **MES –Buildings / Roads and tunneling Project**

* **Year** **:** **October 2000 to June 2003**

**Company**  **:** Poly Plast Pvt Ltd.

**Position**  **:** Asst Store keeper.

**Project : PVC Materials Manufacturing**

Academic Qualifications

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **% of Marks** | **Class and study centre** |
| MBA- Finance | Final Year | Andhra University-Visakhapatnam  ( Correspondence Mode) Pursuing Final Year |
| Graduation- B Com | 46% | Andhra University-Visakhapatnam  ( Correspondence Mode) In the Year -2009 |
| Intermediate | 45% | Dr.LB Jr College - Visakhapatnam  ( Board of Intermediate AP) In the Year -2000 |
| SSLC | 46% | Govt MC High School –Visakhapatnam  ( Board of Secondary Edu- AP) In the Year -1997 |

Computer/ System knowledge

Basics, MS office, Internet Concepts, ERP-PLUM, FOCUS-5, SAP-Business One/Inventory Module.

References Other then Relatives

1) M.P.Dada Khalandar- Project Manager.

Rail one Projects Pvt Ltd.Corporate Office Hyderabad.

**Mobile No. +919440781642**

2) Mr.AK Raghavan –Vice President.

Abir Infrastructure Pvt Ltd

**Mobile No. +919962091423**

Hobbies

Playing Cricket, Watching News & Sports Channels, Reading devotional books

Extra-Curricular Activities

Received Brownge Medal & Best” catcher” Award at Inter College Level, In Inter College Kabbadi Tournament.

Personal Information

Date of Birth : 5th June 1982

Marital status : Unmarried

Religion : Hindu

Mother Tongue : Telugu

Languages Know : Telegu, English, Hindi

Passport No : E9040222

Pan Card No : AJHPC9343E

Bank account No : State bank Of Indi –Vizag -31820172603

Driving License no : DLFAP031588122008

Address for Communication : Plot No-LIG 65

Vuda Colony, Madhavadhara,

Visakhapatnam-530018

Andhrapradesh-State.

Family Details

Name Age Relation Designation

Krishnamurthy.Ch 59 Father Private Employee

(Ex-Service Man)

Padmavathi.Ch 48 Mother House Wife

Venkatdurgarao.Ch 30 Brother Private Employee

Gowriratnam 32 Sister House Wife/Married

Declaration

I do, hereby, declare that the information furnished is true to the best of my knowledge.

Place:

Date: (Hariprasad.CH)