**CURRICULUM VITAE**

**C.L. CHOUHAN**

**Permanent Address                                 Present Address**Ward No 14th Vill- Bhagwanpur upar para, Macawber Beekay Pvt.Ltd.  
Pos-Gorkha , Dist: Raigarh,    T.I.T. Colony Room No 16/67, Near Kanya   
Chhattisgarh - 496111                                    Bhawan, Kharsia -496661 (C.G.)  
**E-mail :** [**clchouhan10@gmail.com**](mailto:clchouhan10@gmail.com)**,** [**clchouhan@ymail.com**](mailto:clchouhan@ymail.com) **Mob. No. 91+ 7694949491, 8770784320**

**Career Objective:**

Seeking a challenging position where I can utilize the knowledge and experience that I have learned in my career with almost responsibility, sincere, with continuous improvement and innovative attitude and by acquiring new skills in the field with emphasis on

**EDUCATION QUALIFICATION:**

* **MBA** - ( Materials management )
* **B.A.** (Guru Ghasidas University Bilaspur, Chhattisgarh
* **COPA** (Computer Operator & Programming Assistant from  
   Govt. ITI Gharghoda Raigarh, Chhattisgarh)

**Computer Skill:**

Operating System Environment : Win 7 & 8, NT, 98, 2000, XP, Vista and DOS

Spreadsheet                             : MS-Office, Internet

Package and others                 : ERP (Remco) & MM Package   

**Areas Interest:**

Handling all the store materials status along with daily entry of store list (like receive, issue, Stock, Verification and making GRN GTN) with latest computerized system. Inventory, Handle maximum, sub-contractors with best store services. Dealings with other customers like instrument calibration agency, lifting tools and tackles testing agency for better care and quality of material . Maintaining site account like site fund request, site expenses, local purchase, voucher payment, maintain cash lagder book apart of this managing HR function like labour payment, maintain Form 13, 15, 16 and Half yearly return , labour welfare DD and Labour Licence. 

**WORKING EXPERIENCE:-** **(10.6 YEARS)**

1. **Macawber Beekay Pvt. Ltd.** (From 07 Oct. 2013 to till date as **Store/Account Executive**)
2. **SEPCO Electric Power Construction Co. Ltd. (**From Oct. 2012 to 07 Oct.2013 as **Store Officer**)
3. **Vasavi Power Services Pvt. Ltd.**  (From Sept.2009 to Sept.2012 as Store Keeper)
4. **Goyal MG Gases Pvt. Ltd.** (From Alp.2009 to Sep 2009 as **Asst. Store officer**)
5. **Edac Engineering Ltd.**  (From Oct.2008 to Apl-2009 as **Asst. Store keeper**)
6. **Bharat Heavy Electricals Ltd.** (From Jul-2005 to Oct.-2008 as **Asst. Store Keeper**)

**(K. Seshagiri Rao & Co.)**

**PROJECT EXPERIENCE:-**

**NAME OF THE COMPANY : Macawber Beekay Pvt. Ltd.**

**Post** **:** Purchase/Store Executive from 07 Oct. 2013 to till date      
    **Site** **:** ACPL 2x600MW STPP Singhitrai Chhattisgarh        **Role** **: Store In-charge** (Store/Purchase)

**RESPONSIBILITY:**

1. Receive materials as per PO and verifying goods quantity & quality, stocking proper Mainer,
2. Maintain Store records in computerized systems and manual stock ledger.
3. Preparing Goods Received Not -MRC, MRR and send to HO and client.
4. Materials issuing to contractor, materials reconciliation, check contractor bill & debit note.
5. All type site accountant work like maintain cash book, local purchasing , send daily & weekly site expenses report To HO
6. Send fund request to HO as per site requirement.
7. Maintain contractor & client bill records and send to HO for releasing payment.

**NAME OF THE COMPANY : SEPCO ELECTRIC POWER CONSTRUCTION CO. LTD.**

**Post** **:** Store Officer (Purchase) 01 Oct. 2012 to till date      
    **Site** **:** KMPCL 6 X 600 MW Narayara, Chhattisgarh        **Role** **: Stock Controller** & **Purchase Executive**

**RESPONSIBILITY:**

* Assessing performance of the vendors based on percentage for rejections, quality improvement rate, timely delivery, credit terms etc.
* Enquiries and follow up with different suppliers the supply of the materials at right time and at competitive prices
* Coordinating with sites to receive the purchase bills duly approved by Project Engineer within time frame. Maintained day to day receipt of Raw Material & Capital goods
* Supervision and functional guidance on all materials equipments issues. Established an integrated materials management infrastructure on the operation that ensures conformance to all contract materials provisions, on time delivery of materials, equipments, and non materials requirements data, and that accurately report progress.
* Handling regular store activities like maintains the material receipt & issues, preparing GRN’s,
* Maintaining stocks. Maintaining records on material been sent to out-processing at vendors.
* Knowledge of handling of material i.e. loading and Unloading of material Inventory, Control system’s minimum & maximum stock level. Communicating the suppliers for the supply of material on daily basis. Handling Logistics for dispatch & receipt of material to vendors.
* To maintain Inward Register.
* To maintain the record of Raw-Material, Consumable and Brought out Materials.

**4) NAME OF THE COMPANY       : VASAVI POWER SERVICES PVT. LTD.**     **Post**                                    : Store In-charge (07 Sept.2009 to 31Sept.2012)    :   
    **Site**                            : GNFC Ltd. 1 X 33.5 MW CPSU Project Bharuch, Gujarat

**Roles**                                   : **Store Materials Management**

**RESPONSIBILITY:**

* Materials received as per LR/PMR and after verification stocking properly manor and entering in MM Pkg and sending to concerned department.
* Materials issued as per indent and Issuing of material and posting of ledgers, preparing monthly stock statement (MIS) physical verification of materials
* Maintain all the store registers & records and prepare all the store documents in latest computerized system and store material package & inventory etc GRN. GTN, MRC, SRV,RIR, MDR
* Preparing weekly & monthly MIS report and maintain the weekly procurement delivery report and consumable materials status etc. Welding Electrode, Cored Wire & Flux Gases (Oxygen, Acetylene, Argon & CO2) Copper Slag & Steel Shoots/Grits Paints
* Coordinating & monitoring materials required Consulting suppliers for best quality material with minimum rate,
* Material follows up with purchase dept Liable for identifying and implementing strategies and initiatives to achieve and exceed business goals.
* Supplier’s bill checking, preparing DEBIT Note and passing by authorized person and release their payments,   Handle maximum sub-contractors with best store services.
* Dealings with other customers like instrument calibration agency, lifting tools and tackles testing agency for better care and quality of material
* Execution of our store supervisors works and labour work distribution as per daily basis

**3) NAME OF THE COMPANY        : GOYAL MG GASES PVT. LTD.**    **Post** : Asst. Store Officer (Alp. 2009 to 7 Sep 2009)   
  **Site**                              : IND Synergy Limited Raigarh, Chhattisgarh.  **Role               : Store in charge**

**Responsibility**

* All store material management, civil works report, prepare daily progress report for head office,
* Labour works maintain and payment distribution and other outside of store related works at site & office. Coordinating project materials bring to site
* Material inward and Material out ward entry up keeping of stores related Registers, and also stacking of material in proper manor
* Preparing GRN,GTN, MRC,MDR properly after receiving the materials and entering in MM Pkg and sending to concerned department

**2) NAME OF THE COMPANY : EDAC ENGINEERING LIMITED,**    **Post** : Asst. Store Keeper (Oct.2008 to Apl-2009)     :   
    **Site**  : Jindal Steel and Power Ltd., 4X135MW Dongamahua (C.G.)

**Role**                                     : **Stock Controller**

**Responsibility:**

* Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description & specification required.
* Materials received, Issued and control warehouse & yard materials and maintained all store records of manual registers and computer (Plates, Pipes & Structural) Arrange and segregate materials in their corresponding location.
* Prepare Purchase Requisition & Issuance form. Maintain orderliness and cleanliness of the warehouse & yard.

**1) NAME OF THE COMPANY           : Bharat Heavy Electricals Limited (K.SESHAGIRI** **RAO & CO)**   
    **Post**                                      : Asst. Store Keeper (Jul-2005 to Oct.-2008)        
    **Site**                                       : O P Jindal Super Thermal Power Plant 4x250MW Tamnar (C.G.) **Role                                     : Stock Controller**

**Responsibility:**

* Involves materials receipt, verification, storage of materials, issue, maintaining record of drawing documents, manuals, apart from feeding of material receipts & handing over details on Computer Database and generating periodical status and progress reporting. Documentation & all Supply MRC invoices submitting to customer. Maintaining of MDR, SRV & T&P Record.
* Manual entry on Control Register & stock register (i.e. Boiler, TG, Bunker Bay, ESP & C&I) ∙ Record Maintain Inward & Outward. And data entry in the computer and maintained the stores records. Dealing with material Management from different manufacturing units and brought out items for four units.

**Personal Quality:**

Ø      Hard working  
Ø      Responsible   
Ø      Accept Guidance, suggestions and Advise gracefully.

**Personal Profile:**Name **:** Chhote Lal Chouhan  
Father's Name **:** Shri Manganiram Chouhan  
Date of birth **:** 10.08.1980  
Sex **:** Male  
Religion **:** Hindu  
Nationality **:** Indian   
Marital Status **:** Married  
Mother Language **:** Hindi  
Language Known **:** Hindi, English, Oriya    
Hobbies **:** Reading Computer books, Music, Cricket and meet interacting people.   Current Salary (Annul) **:** 3.6 lakh Ann.

Expected Salary **:** Negotiable

Notice period **:** 20-30 day

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date    :**     
**Place   :   Kharsia (C.G.)                                                                        (Chhote lal Chouhan)**