**Mr.Gouragobinda Dash**

At/Po-Barahagoda, Via-Tora, Dist-Bargarh, ODISHA

**Cell:**+91-8249064649; **E-Mail:**goura.dash0@gmail.com



***Seeking full time assignments in high growth oriented organization where I can put my existing skills and capabilities for company’s growth and expand myself in terms of knowledge & responsibility***



**PROFESSIONAL EXPERIENCE INCONSTRUCTION COMPANY:**

**BSCPL INFRASTRUCTURE LTD. LTD. (Hyderabad) (04th Nov 2016 till Now)**

**Designation – AM- Store & Purchase.**

**Work Group – Store &Material.**

**Division – INFRASTRUCTURE,ROAD & IRRIGATION CONSTRUCTION.**

**Responsibilities:**

* Ensuring the highest levels of service to entire project in executes administrative, project, and executive support activities associated with the office of a core division or equivalent component.
* Under general supervision keeps stock records, receives, stores and issues material, supplies, tools, parts and equipment for installation, construction and/or maintenance of a water distribution system, loads and unloads supplies and other materials; operates a variety of material handling equipment; and performs
* Preparation of purchase order and co-ordinate still successful receiving of materials.
* Responsible for for proper co-ordination with vendor & Internal dept regarding payments, Way bill, C-Forms , I-Forms and Are-1 Forms.
* Responsible for all commercial activity of the company.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Ability to gather data, compiles information, and prepares report.
* Responsible for for proper co-ordination with vendor regarding supply

Of project required material.

* Responsible for all commercial activity of the company’s project site like labour payment,

On site staff monthly payment, advances to staff and other commercial activity of the

Project site. .

* Expertise in developing local vendors, reducing the cost of procurement of material and
* Transportation cost.
* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* Setting up the weekly, monthly, quarterly material procurement planning.
* Maintaining minimum Stock in Store for all raw materials and consumable store materials. (Weekly & monthly).
* Ensuring the highest levels of service to entire project in purchasing of material, store management and other facilities of the project site.
* Responsible for implementing systems of inventory management avoiding over-stocking and wastage.
* Setting up the weekly, monthly, quarterly procurement plan.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Liaison with finance department for timely payment of bills.
* Effective management of vendor database.
* Developing reports on procurement and usage of material for top management
* Ability to resolve conflict on project site.

**G.S.BUILDTECH PVT. LTD. (MALVIYA NAGAR, NEW-DELHI (04th JAN 2014 20th Oct 2016)**

**Designation – Store & Purchase Manager.**

**Work Group – Material.**

**Division – Corporate Construction & Interior solution.**

**Hanumant Construction Pvt Ltd. (Raipur, CG 09th July 2011 to 20th Dec 2013)**

**Designation – Store Officer.**

**Work Group – Material.**

**Division – Civil Construction.**

**Education**:

* **MBA (Specialization in Marketing and International Business) – 2011, NEELKANTH INSTITUTE OF TECHNOLOGY MEERUT**.
* **BBA (Management) – 2009, Sambalpur University**.

**Technical Skill & Achievement:**

* Operating system: WINDOWS 98/2000/XP/Vista/7/8.
* Applications: ERP, Tally, MS Excel, MS Word, MS Power Point**.**

**Core, strength & Values:**

1. Adaptability

2. Hard-working

3. Self Motivated

4. Team player.

**Personal Information**:

**Date of Birth** : 20/06/1988

**Present Address :** Barahagoda,Bargarh, ODISHA.

**Marital Status :** Unmarried

**Language Known :** English, Hindi, &Oriya.

I acknowledge that the above statements are true to my Knowledge.

**Date:**

**Place: Signature**

**Gouragobinda Dash**