**RESUME**

**BINOD KUMAR SWAIN**

Vill: Benapat, Dist.: Ganjam

State: Odisha, Pin: 761122.

**Email**- binod.rmc@gmail.com

**Mobile No: +91- 9658947434**

+**91- 9340922736**

**Career Objective:**

I step forward with my skills and abilities for an organization, Where there is a potential growth and recognition to put in maximum contribution, so I can utilize my knowledge for the development and growth of the company in the field of purchase and stores. .

**Summary of Skills and Experience:**

1. Having 10 Years experience in execution of various type of material in Hi-raise Commercial and Residential Building, Road, Irrigation &Water pipe line Projects.
2. Currently working as a **Sr. Executive Stores** with M/s. - GVPR Engineers Ltd.
3. Worked in various areas like Material Receipt and Issue, Goods Inward Entry, Preparation of Material Receipt Note, Forwarding Bills, Stock Register Updating, Quotation Collection and comparisons, Preparation of Purchase Order, Preparing Monthly Stock Statement.

**Strengths & Abilities:**

* Successfully implementing the inventory control system in the Company.
* Successfully control the related jobs in a smooth and descent manner.
* Planning of store control system in the Company.

**Material Management:** Command complete inward/outward movement of materials Manage material right from the initial stage of sourcing, to negotiate on procurement & storing. Identify new & better space saving techniques, methods of goods identification, storage and movement, responsible for managing scrap & obsolescence of company assets.

**Logistics/Supply Chain Management:** Monitor flow/movement of procured items including raw material, consumable finished goods. Handle logistics function; negotiate with transporters to reach the site in time.

**Purchase Management-**

- Indent /requisition for purchase of store from Division / projects /stores officer.

- Notice inviting tender /enquiries.

-Opening of tender /quotation.

- Scrutiny of tender /quotation and tabulation of comparative statement.

- Selection of material by indenter.

- Pre- audit of purchase proposal by finance.

- Negotiations, tram and conditions.

- Conditions of delivery / led time and transit period.

- Clearance from railway, road, transport companies and road transport permit.

- Passing and payment of vendors /Suppliers bills.

**Responsibilities**

- Processing of materials indents/PR/RFQ/PO.

-Making of MRN/GRN.

-Receiving of materials including raw materials, Bulk materials and finished goods, Aggregates, Sand, Bitumen and Cement & Steel etc.

-Preparing of inspection reports & Rejection reports.

-Preparations of material gate pass for incoming/outgoing material.

-Overall supervision of store materials, spares & assets.

-Reconciliation of store materials & spares consumption with accounts.

-Daily monitoring of materials receipts, Issue & stocks.  
-Issues to right users in right time as per their requirement.  
-Using FIFO method for issuing all materials.

-Coordination of materials requirement & planning.

-Checking & cleaning of supplier, transporter Challan, way bill, LR Copy & invoice.

-Negotiation with suppliers & vendors.

-Co-ordination with weights and measure department for verification & stamping of weighbridge, platform, scales, weights etc.

-Preparation of budget Vs actual store & spares consumption.

-Preparation of monthly MIS Reports.

-Receive & issue of fuels, lubricants & checking of density of HSD.

-Make Debit note contractor material record (issued & received).

-Maintaining of stores MWR, MIN, MRN, OGP, RGP, NRGP, STN & other documentation works  
-Prepare consumption report of all consumable items every close of month.  
- Prepare stock /MIS (ABC) Analysis basis statement every close of month.

**Manual Maintaining of Stores (SOP) Records & Registers:**

-Entry of received Materials immediately in to MIR (Material inward Register)

-Maintain of current & fixture Asset register.

-Material PR/Indent/PO register.

-Material stacking and identification of tags or bin cards.

-Maintain Material outward register.

-Maintain diesel/lubes receipt & issue register. (On day/on month/cumulative)

-Materials stock register.

-Maintain of RGP/NRGP register.

-Materials issued to sub-contractor.

-Materials issues slips posting in stock Ledgers.

-Maintain of Local Purchase Register.

-Maintain of Hand Tools & Safety items issue Register.

**Employment Record:**

Dec 2018 to till date: **GVPR Engineers Ltd**.

Aug 2017 to Dec 2018: **Shapoorji Pallonji & Co Pvt. Ltd**. (T&M) (High-rise Building)

March 2013 to July 2017: **Megha Engineering & Infrastructures Ltd.**

April 2009 to March 2013: **Joy Thomas Engineering Pvt. Ltd.**

**Projects Details:**

**M/s** -GVPR Engineers Ltd. (Hyd)

**Project** -Construction of WTP, Intake, ESR, UGR and DI, HDPE & MS Pipe line project.(Approx. Cost- 530 cr).

**Client-** RWS&S, Odisha, State Govt.

**Position**- Sr.Executive. (Stores)

**Duration**- From Dec 2018 to till now.

**M/s- Shapoorji pallonji & Co Pvt. Ltd,** (T&M Services Consulting Pvt Ltd**)**

**Project**-Construction of High-rise Commercial and residential Building projects. (Approx.Cost-560cr)

**Client**- APTIDCO, PMAY, Guntur (Govt of A.P)

**Position**-Sr. Store Executive**.**

**Duration**-From August 2017 to Dec 2018.

**M/s - Megha Engineering and Infrastructures Limited.**

**Project** - Water and irrigation Pipe line projects.

**Position-** Executive. (Stores & purchase)

**Duration**- From March 2013 to July 2017.

**¡)Project**- Construction of Ductile Iron, HDPE, PCCP, Duct & MS Pipe line Laying, Civil work WTP, Intake, ESR, UGR, Office building, Pump House drinking water supply projects.(Approx. Cost- 78 cr)

**Client-** PHD Odisha State Govt, Bolangir, (Odisha)

**¡¡) Project** - Construction of Minor Irritation projects- MS and HDPE pipe line, Intake well, pump house, store room and office building etc. (Approx.Cost-1400 cr)

**Client -** PWD Karnataka State Govt. (Kolar MI project, Bangalore, Karnataka)

**M/s -Joy Thomas Engineering Pvt. Ltd. (Mumbai)**

**Project**- **¡)** Construction of Industrial steel structural building project in Essar steel plant.

**¡¡)** Construction of Hi-raise Commercial and Residential Building projects at Essar Township.

**Client** - Essar Project (India) Ltd. (paradeep, Odisha)

**Position** - Store Asst.(Civil)

**Duration** - From April 2009 to Mar 2013.

**Professional Qualification:**

Post Graduate **Diploma in Materials & Supply Chain Management**. Passed in 1st Class from Institute of Management Technology, (IMT) Ghaziabad.

**Education Qualification:**

**B.A** from Berhampur University, Odisha,2002.   
**10+2,** From CHSE Odisha, Bhubaneswar,1999.  
**SSC 10th**From BSE, Odisha, 1996.

**Computer Skill:**

**Post Graduate Diploma in Computer Application (PGDCA)**

MS Word, Excel, Power Point, Internet Explorer, ERP (Inventory Package)

**Personal Details :**

Name: Binod Kumar Swain

Fathers Name: Krupasindhu Swain

Date of Birth: 05th July 1981

Language Known: English, Hindi, Odiya, Marathi.  
Nationality: Indian.  
Religion: Hindu.

Marital Status: Married.  
Passport No: J0398960 (Date of Expiry-29.07.2020)

**Declaration:**

I hereby declare that all the above information is true and correct in best of my knowledge and belief.

**Binod kumar Swain**