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| ***Name of the Candidate*** | **:** | Shailendra Khobragade |
| ***Name of the Post Applied*** | **:** | Sr. Store Executive |
| ***Job related skills / software*** | **:** | ERP, SAP, Tally, MS Excel, Database Oracle, Material Management Modules.  and inspect All incoming Material and Reconcile with purchase order. |
| ***Category*** | **:** | Stores / Purchase |
| ***Sub Category*** | **:** | Stores Executive / Manager / Keeper /Store Officer |
| ***Years of Experience*** | **:** | 4 years 5 Month |
| ***State*** | **:** | MadhyaPradesh |
| ***Gender*** | **:** | Male |
| ***Salary Expected per Month(Rs)*** | **:** | 30,000 to 35,000 |
| ***Highest Qualification attained*** | **:** | B.E. (M.Tech UnderProcess ) |
| ***Major / Specialization*** | **:** | Information Technology |
| ***Email Id*** | **:** | buntyjava123@gmail.com |
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| ***Are you looking for job now?*** | **:** | Yes |
| ***Can the recruiter contact you?*** | **:** | Yes |
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| **Name:-Shailendra Khobragade** Address:-At-Lingmara, Post-Dini, Tah.- Waraseoni, Distt.-Balaghat, MP(481331). **Ph. No.**:-+91- 62840-85327  **E-mail ID**:-shailendrakhobragade2@gmail.com  **Carrer Objective**:- To excel & SAP in the area of work undertaken and achieve a challenging and respectable position in my professional carrier.  **Experience**:- **Dilip BuildCon Ltd.**: Sr. Store Executive From Jan. 2015 to till date Reporting to GM Dilip BuildCon Ltd. is a Construction company headquarter in the Bhopal Madhya Pradesh, leading in construction &  Main road project based company.  **Designation**: SR. STORE EXECUTIVE  **Projects**: : 1) Completed Mangawa To chakghat NH-27 Road Project 60 KM (4 lane). 2) Completed Hassan ramnathapura To Periyapatna SH-21 Road Project 73 KM (2 lane). 3) Current Project- Karnataka To Goa Border NH-4A Road Project 53 KM (4 lane) (PQC Road Work).  **Educational Qualification**:- B.E. (Information Technology) – 2012 RGPV University Bhopal.  **IT Skills**:- \*\* ERP, SAP, Tally, Material Management Modules \*\* Exhaustive experience of all tools of MS Office  \*\* Java, Oracle Database & Other Modules.  **Responsibility**:- Good team player with the following responsibility.  **Material Receipt Function**:- \*\* Receive and inspect all incoming Material and Reconcile with purchase order. \*\* Intimate the supplier about the excess, shortage, damage, rejected or defective supplies. \*\* Prepare the GRN in SAP \*\* GRN Prepared to invoices and moved to Purchase/Finance.  **Store Function**:- \*\* Store the material after Inspection & maintain the BIN cards and identification tag \*\* Issue the Material to Production after getting the requisition stocks by following FIFO \*\* Coordinate with customers and ensure the daily dispatch with linearity \*\* Safety stock Monitoring for PPC team for Production Planning \*\* Regular Perpetual Counting and reconciliation of Physical Stock v/s book stock \*\* Daily & Monthly MIS like inward, outward & Stock adjustment \*\* Maintain proper records of receipt and issue of material \*\* Coordinate with contractor for timely loading & unloading the vehicles \*\* Responsible for day to day transactions in store department Housekeeping & 5s  **Job-work Material with sub-contractor**:- \*\* Dispatch of material as per orders and requirements prepare the Delivery challan \*\* Prepare document like packing list, Check list, loading advice etc for dispatch the material \*\* Reconciliation of Vendor Physical stock v/s systems stock once in a month  **Rejection Material**:- \*\* Communication of daily rejection to vendor/purchase \*\* Arranging rejection material send back to vendor on weekly-basis \*\* Prepare the Rejection NRGP consulting with purchase dept. \*\* Coordinate with quality team for rejection clearance  **Inventory Function**:- \*\* Ensure proper control of stock inventory system-wise and physical control \*\* Monthly inventory systems v/s physical stock verification \*\* Check the requirement in ERP before inward the stocks \*\* Coordinate with external audit one in a year \*\*Operate a forklift, hand truck, motor vehicle and other work related equipments.  **CURRENT CTC**: 3.12 Lac (extra allowance 2000/- per month cash)  **Personal Profiles**:- **Father Name** : Tanulal Khobragade **Date of Birth** : 07 July 1989 **Marital Status** : Unmarried **Nationality**    : Indian (Hindu)  **Passport No.** : R4274699 **Language Know** : Hindi, English. **Interest**: News Paper Reading & Job Retaliated Analysis.  **Date : Shailendra Khobragade Place :** | | |