**CURRICULUM VITAE**



# RAHUL SHROTRIYA

**FLAT NO- G 401, SHREE RAM HEIGHT**

**DISTT - BHILAI (C.G)**

**Contact :- 07898379719**

**Email:- Shrotreya.raj@gmail.com**

**CAREER CONSPECTUS**

A dynamic professional with 10+ years of experience in the field of Stores & Dispatch & Logistics in Various Organizations with SAP & ERP Expertise in MM/SD & PP Module.

Assignments in Procurement, Stores Management, Inventory Management, Material Planning, Dispatch Execution &

Controlling Logistics activities.

To work in a reputed organization & gain expertise in Store & Logistics & it’s latest Technology To establish myself as an Ace Professional for some value addition to the organization.

**Past Contour** With **1-** E.R. AUTO-( HERO GROUP) **2** -GLOWMAC LIGHTING, - **3 -**MARUICHI KUMA STEEL TUBE (TOYOTA GROUP),

# KEY STRENGTH AREAS-

Stores/ Logistics Operations • Receipt, Storage and Issue • Inventory Management• Stock Verification Record Keeping • Administration • Cross Functional Coordination• Achieve the target within time limit

# KEY SKILLS-

**Store Operations Management Professional**

Offering 10+ years of experience in managing stores within SAP & ERP equipped environment.

* An experienced store management professional with strong skills in material management & movement, inventory management, stacking, store operations & manpower management.
* Capable of designing and implementing stores systems and procedures including stores layout, codification, marking, stacking to ensure safe and secure storage of materials.
* Fully conversant with application of modern inventory management techniques such as ABC Analysis, FIFO, LIFO etc. to regulate Inventories to logical levels.
* Adept at managing Store Operations, prompt in dealing with transporters & striking the most cost-efficient deal for a timely & safe dispatch of finished goods to the destination
* Self-driven, organized and task focused with abundant positive attitude. Effective team leader, trainer and motivator with excellent verbal and written communication skills.
* Computer savvy with proficiency in SAP & ERP system, Windows, MS Office and Internet applications.

# PRESENT EMPLOYER-

**Steel Infra Solution Pvt Ltd. – since March.2019 To Till date**

Plot no-304 ,31 light indl area BHILAI-Raipur–Chhattisgarh as a **Store In charge**. It’s a steel fabrication - infrastructure unit it’s a Railway project and many more project handling like over bridge and under bridge & Steel building construction manufacturing type of fabrication work as per customer requirement.

**PAST EMPLOYER- 3**

**Maruichi Kuma Steel Tubes Pvt Ltd .- since May.2016 To March.2019 date**

**Maruichi Kuma Steel Tube Pvt Ltd** . is an ISO TS 16949 certified company). Has an Indo-Japanese joint venture in financial and technical collaboration with Maruichi Steel Tube, JAPAN,

JAPAN engaged in the manufacturing of integrated SS & Aluminium Tube Manufacturing automobiles industries. Plot No-33,34 Toyota Tshuso auto park Bidadi indl area Bidadi-62109 - **BANGLORE** as a **Senior Store Executive**. It’s A Automobile Tube Mill ERW & SS AND Aluminium PIPE TUBE Manufacturer Toyota sister concern **Japanese MNC** Company.

# PAST EMPLOYER- 2

**Glowmac.Lighting Pvt Ltd .** – **Aug .2012 TO April 2016**

Plot no-188 Sector–8 Imt **Manesar Gurgaon** as a **Store In charge**

Gurgaon is a leading manufacturer of Electrical Switches, ELCB, and MCB. **Electrical and Electronics Lighting** like Pole light led light flood light Manufacturer in Gurgaon plant. Automobile and home used lighting Manufacturer industries in the area of Store Dispatch production and assembly related activities.

# PAST EMPLOYER- 1

**E R AUTO PVT LTD. – from June 2010 to AUG .2012**

Sector–8 Imt **Manesar Gurgaon** as a **Store Executive** AUTOMOBILE INDUSTRIES it’s a hero Moto corp. vendor sand item Manufacturer in Gurgaon plant. Automobile Manufacturer industries in the area of Store Dispatch.

# KEY DELIVERABLE WORK EXPERIENCE –

* Responsible for Store Management, Inventory Management, Dispatch Execution
* Maintaining proper documentation & compliance for SCM activities.
* Managing a Team of 20 persons.
* Responsible for overseeing the entire store and dispatch operations.
* Maintain stock on daily basis.
* Create and maintain team spirit and inner and outer relations. Group discussion with team members for improvement ideas.
* Grading and appreciation of store and dispatch staff on performance base.
* Communicate daily work plan and targets.
* Proper process of Inward (Unloading, 100% physical counting, Quality assurance, Rejection report, MRN.)
* Proper process of Outward ( Sales orders, loading, invoicing, RGP/NRGP, Declaration, Waybills,  Packing slips, Quality reports, Gate pass, Transport Dockets) Follow up with transporters/Material carriers.
* Responsible for security and cleanliness of the store.
* Proper reporting and presence of material at production line and attend all complaints.
* Maintain all database and documentation.
* Responsible for proper submit ion of vendors invoices and GRNs.
* Ensure zero complaint level on every day.
* Coordinate with department to ensure quality of store material and proper FIFO observation.
* Responsible for internal/external Audits & dispatch also.
* Maintain high level of discipline in store compound.
* Register/filing of required document i.e. stock register, material issue register/slips, complaint register, and stock transfer orders, RGP/NRGP register, and Waybill.
* Communicate all store related issue to management.
* Responsible for e-mail reporting and MIS.
* Maintaining the minimum inventory level & informing to purchase about the shortage.
* Production order wise material issue. Create bill of material item wise.
* Coordination with various departments for various queries and resolve stock related matters. Planning and maintaining large inventories & stores Make Non-Moving & Slow-Moving List.
* Daily Machine wise Rejection Report. Also share with management.
* Smooth Material Flow in the Production Line.

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# ACEDAMIC CREDANTIALS-

* Completed Graduation ( BSC ) Biology from Bundelkhand University in 2010 
* Passed 10+2 from U.P board of school education in 2007.
* Passed Matriculation from U.P board of school Education in 2004.
* 1 Years of Advance Computer diploma from Microteach computers, Firozabad.

# COMPUTER SKILLS-

* Computer operating the MS. Office 2003 & windows xp.
* Proficient the MS. World. M.S. excel, Outlook & Internet surfing and browsing.
* Proficient with Internet surfing and e-mailing.
* Known & worked in SAP B1 Module last 5 + year and ERP working last 3 year again I have working with SAP B1 MM MODULE till date etc.

# PERSONAL DETAILS-

Father’s Name Sh. Braj Kishore Shrotriya

Date of Birth 1st. Jan. 1987

Gender Male

Language Known English, Hindi,

Marital status Married

**Current CTC /- 6.5 /- Lakh Annum**

Permanent Address H.No. 218/4, Mahaveer Nagar

Firozabad (Uttar Pradesh)

# DECLARATION-

I hereby declare that the information furnished above is true to the best of my knowledge and Belief.

**Date:**

# Place: ( Rahul Shrotriya )