

JEETENDRA SINGH

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TOTAL WORK EXPERIENCE – 3year and 2month

KEY SKILLS/STRENGTHS

SAP

Store keeping
Stock maintain in excel

Dms

material receipt and issue
Data entry

EMPLOYMENT DETAILS

1. 1year 1 month experience in ***M/s Munjal Auto industries ltd (Bawal)*** on third party, AS Data entry operator.

From – Feb'2016 to Jan'2017

JOB PROFILE:-

- Responsible for **Receipt and storage** of material in Warehouse.
- Maintain **MIS** Report of store on daily basis.
- Apply **Standard Operating Process (SOP)** in material receiving and issuing.
- Monitoring **TAT (Turnaround Time)** of Supplier Vehicle.
- Responsible for handling **new development part** for of new project vehicle
- Responsible to handle store related documentation (**RGP/NRGP, GRN, STO and Invoices**).
- Quarterly **E2E re-conciliation**.
- **Storage of material** at correct location of material in warehouse.

- Ensure material receipt as per procedure **through SAP MM module**. Analyzing transit damage cases & resolving it by communication with buyer and supplier
- Handling perpetual and quarterly **inventory for A class items** and half early inventory for **B class items**.
- Make **Stock Transfer Order (STO)** and arrange material from another Plant.
- To maintain **FIFO & SS** in Store on daily basis.

2. 1year 3 month experience in ***M/s Honda motorcycle and scooter ind. Ltd (manesar) Gurgaon, on third party***, as a store keeper.

From - feb'2017 to april'2018

JOB PROFILE:-

- Responsible for Receipt and storage of material in store.
- Implement in- house KANBAN from store to line.
- Monitoring TAT (Turnaround Time) of Supplier Vehicle.
- Doing kaizen on daily basis and organize a small prize function for Kaizen winner.
- Apply Standard Operating Process (SOP) in material receiving and issuing.
- Maintain MIS Report of store on daily basis.
- Responsible for handling new development part for of new project vehicle.
- Responsible to handle store related documentation (RGP/NRGP, GRN, STO and Invoices).
- Participation in rejection meeting of shop with production and quality in charge and book the material on daily basis.
- To manage minimum inventory level in warehouse.
- Quarterly E2E re-conciliation.
- Handling perpetual and quarterly inventory for A class items and half-early inventory for B class items.
- Generating daily shortage report, attending daily meeting with PPC and Production Department.
- Make Stock Transfer Order (STO) and arrange material from another Plant.

- To maintain FIFO & 5S in Store on daily basis.

3. 6 month experience in *M/s hero moto corp limited kukas, Jaipur* on third party, in store

From – march 2018 to till date:-

- Responsible for receiving and handling the material.
- Maintain 5S in whole Warehouse
- Responsible for safety issue and taking safety observation on weekly basis.
- Handling perpetual and quarterly inventory for A class items and half-early inventory for B class items.
- Generating daily shortage report, attending daily meeting with PPC and Production Department.
- Make Stock Transfer Order (STO) and arrange material from another Plant.
- To maintain FIFO & 5S in Store on daily basis.

EDUCATIONAL QUALIFICATION:-

- B.C.A with aggregate 67 % from uni. Of Rajasthan (jaipur) in 2012
- 12th with 57.23% from board of secondary education Rajasthan (ajmer) in 2009.
- 10th with 46.17% from board of secondary education Rajasthan (ajmer) in 2007.

TECHNICAL QUALIFICATION:-

- 1YEAR Diploma in office automation and publision (DOAP).

- 6 month diploma in Rs-cit in uni. Of kota.

PERSONAL DETAILS:-

Father's Name	jai singh
Date of Birth	18/07/1992
Sex	Male
Marital Status	Married
Languages known	Hindi,English,
Hobbies	Listening & Singing Music, Playing Cricket.

EXTRA CURRICULAR ACTIVITIES:-

- Captain of College Cricket Team.
- Organized various cultural programs in College.
- Discipline in charge of College.
- Participated in Zonal Level Sports Meet.
- Won prizes in many competitive events.

STRENGTHS:-

- Determined to learn with practical approach.
- Good communication skills.
- Enthusiastic and can produce results under deadline constraints.
- Optimistic.
- Well versed in computer operator.
- Good in maintaining interpersonal relationship.

DECLARATION:-

I solemnly hereby declare that above given information is correct and is correct to best of my knowledge. I understand that if any of the given information is found to be wrong, my candidature is liable to be cancelled.

Date:

Place:

(Jeetendra singh)