

# CURRICULAM-VITAE

## JITENDRA BHATT

**Mobile:** 09971543590, **Email:** [jiten.bhatt170@gmail.com](mailto:jiten.bhatt170@gmail.com)

### Seeking challenging jobs in Store & Admin Operations

#### Snapshot

- ⇒ A result oriented professional with nearly 04 years' experience in Store & Admin with Defence Institute of Physiology & Allied Science "DIPAS, DRDO, Lucknow Road Timarpur, Delhi-110054.

#### AREAS OF EXPERTISE

- ⇒ Responsible for Receipt, Storage, Inspection of all materials, equipment's & spares arriving at the company's warehouse in accordance with established procedure and standards.
- ⇒ Prepare shortage shift wise & send report to Buyer.
- ⇒ Proper inventory control through Perpetual Inventory Control System, IOR (Input-Output reconciliation) Two Bin System, Periodic inventory system, Min.-Max system, & JIT.
- ⇒ Proper coordination with internal Department.
- ⇒ Interfacing with purchase dept. for on time procurement of technically approved indent materials.
- ⇒ Maintain stock record like Bin card, Stock transfer note, Material requisition note, Material return note, Inventory forms, Stock valuation form & Stock ledger.
- ⇒ Safety, security & upkeep of store & maintain 5'S.
- ⇒ Dispatch from the store & Admin

#### EXPERIENCE

- ⇒ TWO YEAR WORK, IN (ADMIN) with DIPAS, DRDO, DELHI, DEO (DATA ENTRY OPRETOR) Jan - 2017 to Till Date)
- ⇒ 2 YEAR WORK, IN (Store).01 MAY 2015 TO 31-01-2016.
- ⇒ 2 year work in electric work in Ghaziabad, UP
- ⇒ 6-month work in Crow Power as Electrician, Vaishali, Ghaziabad, UP

#### Responsibilities

- ⇒ Involved in activities of administrative and clerical work like letter and drafting, dak and dispatch, movement order etc. along with store assistant (MMG- Material Management Group) duties.
- ⇒ Responsible for maintaining accuracy of all materials within the assigned areas.
- ⇒ Monitors problem resolution with non-conforming material and escalates if issues arise.
- ⇒ Analysis of material issues that negatively impact the manufacturing process and driving Continuous improvement
- ⇒ Prepare Purchases Requisition and Issuance Form.
- ⇒ Delivery Note, Gate pass & Transmittal form material Receipt note.

---

## **ACADEMIC QUALIFICATION**

10th Passed from CBSE Board in 2008  
12th passed from CBSE Board in 2011  
Completed M.A from Nainital University in 2017

---

## **Technical Qualification**

- ❖ THREE Month Diploma in Computer Applications (MS-Word, MS Excel, Power Point, Internet, Tally) From Lal Bahadur Shastri Training Institute (LBST), Sant Nagar, Delhi-110084

## **Miscellaneous**

- ❖ Personal Strengths : Smart working, Responsible, Positive Attitude, Dare to take risks.
- ❖ Extra Activities : Reading Newspaper. Singing, Grading
- ❖ Expected salary : Negotiable

## **PERSONAL PROFILE**

Father's Name	:	Jeevan Chandra Bhatt
Date of Birth	:	01/06/1990
Sex	:	Male
Marital Status	:	Unmarried
Religion	:	Hindu
Nationality	:	Indian
Language known	:	Hindi, English, Kumauni
Correspondence Address	:	4293, IInd Floor, Gali no. 110/5, Sant Nagar, Burari, Delhi - 110084
Permanent Address	:	Village-Koon Post Office - Bhawali Tahshil - Nainital Dist – Nainital (PIN- 263132) Uttarakhand, (INDIA)

**JITENDRA BHATT**

**Dated. -**