



PAWAN KUMAR ARORA

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16th JUN'1972

Current Address: - CHI-V, GREATER NOIDA, GB NAGAR, UP

Permanent Address: - V-306, RAJOURI GARDEN, NEW DELHI-110 027

Seeking excellence in the chosen professional field through self-motivation, hard work and augmentation of core skills requires for effectively delivering the goods. Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.

SYNOPSIS

- ⇒ **Highly dynamic & effervescent professional with 20+ years** of rich & productive experience in Material Planning/ Inventory Management / Vendor Development, Stores Management, **Store Audit**, Logistics.
- ⇒ **Last associated with M/S ASF INSIGNIA PVT. LTD.(SEZ)**
- ⇒ Committed team player with flexible in approach.
- ⇒ Enthusiastic person with good **communication skills**, confident in **presentation skills** also.
- ⇒ Result oriented
- ⇒ Proficient in handling multiple tasks and projects simultaneously in challenging environments.
- ⇒ A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives & profitability norms.
- ⇒ An effective communicator with strong analytical, problem solving & organizational abilities.

ACADEMIC & PROFESSIONAL QUALIFICATION

2000 D.C.A - MCRP UNIVERSITY BHOPAL
2000 BCOM - KUMAON UNIVERSITY
2007 ERP(MM) - DUCAT NOIDA

COMPUTER PROFICIENCY

Well versed in Windows, MS Office, Internet, ERP, SAP (MM) etc.

EMPLOYMENTS DETAILS

Jun'15 - May' 21 -- M/S ASF Insignia Pvt. Ltd. (SEZ) Commercial and Residential -- Manager Stores -- Gurgaon
Current Salary (CTC) -- Rs. 09.26 Lakh + Other facilities Per Year, Expected Salary -- Negotiable

- Maintain Stock Inventory in SAP (MM), GRN / MIN / DMR / Reconciliation
- Maintain Buffer Level, ABC analysis, maintain FIFO method
- Coordinating with Purchase /Account departments and Audit team
- Regularly prepare MIS for Management / Scrap monitoring and Physical verification
- Follow-up with Vendor's for timely delivery (maintain quality check and PO desired terms) and escalate as necessary
- Handling Facility and Project Store, leading 5 Store staff and motivating / training

Feb'13-Jun'15 -- M/S Jindal Realty Pvt. Ltd. -- 700 acres Township / Precast Plant / Flyash Brick Plant and OP Jindal University handling all Stores -- Work as a Manager Stores -- Sonipat Haryana

- Maintain Stock Inventory in ERP, GRN / MIN / DMR / Reconciliation
- Maintain Buffer Level, ABC analysis, maintain FIFO method
- Coordinating with Purchase /Account departments and Audit team
- Regularly prepare MIS for Management / Scrap monitoring and Physical verification
- Follow-up with Vendor's for timely delivery (maintain quality check and PO desired terms) and escalate as necessary
- Handling 4 Project Stores, leading 8 Store staff and motivating / training

Aug'12-Feb'13 -- M/S PAN Realtors Pvt. Ltd. – Residential Project 8 Tower -- Work as a Manager Store -- Noida

- Maintain Stock Inventory in ERP, GRN / MIN / DMR / Reconciliation
- Maintain Buffer Level, ABC analysis, maintain FIFO method
- Coordinating with Purchase /Account departments and Audit team
- Regularly prepare MIS for Management / Scrap monitoring and Physical verification
- Follow-up with Vendor's for timely delivery (maintain quality check and PO desired terms) and escalate as necessary
- Handling Project Store, leading 8 Store staff and motivating / training

Oct'10-Jul'12 -- M/S Spaze Towers Pvt. Ltd. – 4 Commercial, 1 Residential Projects – Asst. Manager Store – Gurgaon

- Maintain Stock Inventory in ERP, GRN / MIN / DMR / Reconciliation
- Maintain Buffer Level, ABC analysis, maintain FIFO method
- Coordinating with Purchase /Account departments and Audit team
- Regularly prepare MIS for Management / Scrap monitoring and Physical verification
- Follow-up with Vendor's for timely delivery (maintain quality check and PO desired terms) and escalate as necessary
- Handling 5 Project Stores, leading 10 Store staff and motivating / training

Aug'07-Sept'10 -- M/S Ansal Housing & Construction Ltd. – 100 acres Township – Work as a Store Officer – Karnal

- Implement / Training of ERP, Maintain Stock Inventory in ERP, GRN / MIN / DMR / Reconciliation
- Maintain Buffer Level, ABC analysis, maintain FIFO method
- Coordinating with Purchase /Account departments and Audit team
- Regularly prepare MIS for Management / Scrap monitoring and Physical verification
- Follow-up with Vendor's for timely delivery (maintain quality check and PO desired terms) and escalate as necessary
- Handling Project Store, leading 2 Store staff and motivating / training

Jun'05-Aug'07 -- M/S The Centerstage Mall (Waves) – Multiplex Mall – Work as a Store InCharge – Noida

- Maintain Stock Inventory in ERP, GRN / MIN / DMR / Costing / Reconciliation
- Maintain Buffer Level, maintain FIFO method
- Coordinating with Purchase /Account departments and Audit team
- Regularly prepare MIS for Management / Scrap monitoring and Physical verification
- Follow-up with Vendor's for timely delivery (maintain quality check and PO desired terms) and escalate as necessary
- Handling Project Store, leading 2 Store staff and motivating / training

Dec'02-Jun'05 -- M/S M2k Entertainment Pvt. Ltd. – Multiplex Mall's – Work as Store InCharge -- Rohini / Pitampura

- Maintain Stock Inventory in Books and System, GRN / MIN / DMR / Costing / Reconciliation
- Maintain Buffer Level, maintain FIFO method
- Coordinating with Purchase /Account departments and Audit team
- Regularly prepare MIS for Management / Scrap monitoring and Physical verification
- Follow-up with Vendor's for timely delivery (maintain quality check and PO desired terms) and escalate as necessary
- Handling Project Store, leading 4 Store staff and motivating / training

Aug'00-Nov'02 -- M/S Comfort Gallery – Furniture Showroom – Work as Showroom Manager – Tilak Nagar Delhi

- Training and Motivating to Staff for better sale and profitability.
- Maintain Customer relation
- Coordinate with management for brand development

Jul'90-Aug'97 -- M/S Arora Enterprises (Share Sub Broker) – Entrepreneur – Rajouri Garden Delhi

- Stock sale and purchase
- Maintain Customer relation

CORE COMPETENCIES

Stores Management: Overseeing the store management and maintaining reduced inventory levels. Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation. Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures.

Material Planning/Inventory Management: Preparing material requirement plan as per production floor needs. Tracking and maintaining inventory levels in the **stores** for all items required in the plant. Generating **purchase** orders as and when inventory levels reach reorder levels. Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.

ASSETS

Good understanding of Human Behavior, keen desire to achieve Success, Self-Discipline, Optimistic attitude, good planning skills, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:

Place: