

**MRINAL SRIVASTAVA**

Flat No 56, 2nd Floor,  
Block B, Aishwaryam  
Gandhi Main Road,  
Oragadam, Ambattur  
Chennai – 600 053

Mob:9840994382,

9841793940

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**PROFILE:**

Materials Management Professional having 25 years of experience in Stores Management, Inventory Controls, devising Purchase Policy and aiding Production, Planning and Control through SAP system for optimal utilization of materials.

**SKILL:**

- Proactive, hard working and sincere
- Ability to cope challenges
- Good communication & interpersonal skills
- Good in team building
- Computer proficiency in SAP, Word, Excel etc.
- Better Man Management Skills

**EXPERIENCE DETAILS:**

Name of the Organization	:	Wheels India Limited, Padi, Chennai-600 050
Position Held	:	Assistant Manager (Stores)
Period of Work	:	May 1 <sup>st</sup> , 2007 to till date

**RESPONSIBILITIES:**

- In-charge of Engineering Stores
- Maintaining Critical Spare Items & Shelf Life Items
- Maintain Issues of materials for Manufacturing
- Maintaining material retrieval and easy identification through system (KANBAN).
- Emphasizing cost control through identifying gap between demand Vs consumed through system
- Practicing good inventory Management System through TPM, JIT and Lean Manufacturing System.
- Utilizing least Manpower and resource conservation through adopting Bench Mark practices in Material Management System.

**Name of the Organization** : Eveready Industries Limited,  
Thiruvottiyur, Chennai-600 019

**Position Held** : Sr. Officer (Stores)

**Period of Work** : April '97 to April '07

**RESPONSIBILITIES:**

- In-charge of Raw Material Stores
- Maintaining optimum raw material stocks to cater Production capacity
- Maintaining Issues of raw materials for Manufacturing
- Preparing and maintaining Import and Export records for Finished goods.
- Highlighting the Non-Moving stocks to management for better control
- Practicing good Logistics control systems for finished goods delivery at various Locations of the company.

**Name of the Organization** : Best & Crompton Engineering Ltd,  
Padi, Chennai-50  
**Position Held** : Sr.Executive (Materials & MIS)  
**Period of Work** : 1995 to 1996

**RESPONSIBILITIES:**

- In-charge of Material procurement and maintaining MIS system
- Maintaining optimum raw material control ABC analysis
- Selection of vendors and their performance rating
- Preparing of MIS system for materials every month
- Unit wise Material cost analysis
- Material control system for Project Management

**Name of the Organization** : Usha Martin Industries Limited,  
Jamshedpur.  
**Position Held** : Purchase Officer  
**Period of Work** : 1993 to 1995

**RESPONSIBILITIES:**

- As a Management Trainee in Process Control
- Get trained in Purchase activities
- Raising purchase order for the raw material procurement including various types of Scraps

**Name of the Organization** : Auto Knight (P) Limited,  
Telco Ancillary, Jamshedpur.  
**Position Held** : Purchase cum Stores Officer  
**Period of Work** : 1991 to 1993

**RESPONSIBILITIES:**

- Maintaining stores and Keeping records
- Procurement of materials
- Maintaining purchase orders

**ACADEMIC PROFILE :**

- Bachelor in Arts from University of Allahabad
- Diploma in computer Application
- Diploma in Material Management

**PERSONAL PROFILE :**

Father's Name : Late. M.P.Srivastava  
Date of Birth : 28.07.1968  
Nationality : Indian  
Marital Status : Married  
Current CTC : 8 Lacs

**DECLARATION:**

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

**DATE : 12.12.2020**

**SIGNATURE**

**PLACE: CHENNAI**

**(MRINAL SRIVASTAVA)**