

Beepen Chandra Joshi

(Behind S.T Pauls School)

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Carrier Summary

To be in an organization where I can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those I work for and I would like to rise along with the organization.

FUNCTIONS

- Management of overall store function as per store management procedure as per day to day basis for smoothly running of store.
- Co-ordinate and handle the store team for implementation of store management procedure as per ISO 9001, 9002 & 14001
- Preparation of DMR (Daily Material Received), MIS (Material issue slip), in excel format and also generate the GRN and posting the Issue slip in ERP for reporting to the HO store coordinator.
- Receive and count stock items, and record data manually and also in computer with ERP.
- Tracking inventory movement and update planner & send indent to purchaser when shortage occurs.
- Receives and stores documents in confidential files; maintains record of approved document.
- Maintains the warehouse, records area and stores area in a neat and orderly manner.
- Answers questions regarding procedures and resolves discrepancies regarding receipts,
- To receive the Client Project materials from Client Store and recording the same in stores control documents.
- Reporting to the management regarding the quantities of material at store from time to time lessoning with planning department regarding the quantities of materials to be ordered.
- Handling, preservation & physical verification of goods.
- Lessoning with transporters and suppliers.
- Handling of different type of stores, Raw materials, Finished goods, Ware house, Engineering stores, Chemical stores, Lubricant stores and Spare part stores of Light and heavy construction equipment
- Stores control through various techniques such as ABC Analysis.
- Calculation of Economic order quantity, Re-order quantity, Maximum level, Minimum level and Danger level. Coding of materials.

Professional Experience Continued.....

NATURE OF WORK

- Stores organization and administration.
- Maintenance and safe custody of stores.
- Maintenance of stock location and bin card.
- Receiving, Storing and issuing of stores.
- Reviewing and checking the complete documents pertaining to stores.
- Stock verification and reconciliation.
- Inventory control activities.
- Order processing and demand forecasting.
- Report preparation.

Professional Experience

AL SHRIWAI GROUP OF COMPANY Dubai UAE Worked as Executive Trainee (Storekeeping) From 2006 to 2009

AL MANA & PARTNERS W.L.L Doha QATAR Worked as Storekeeper (FMCG) Consumer Product Division from 2009 to 2013

Unilever's portfolio ranges from nutritionally balanced foods to indulgent ice creams, affordable soaps, luxurious shampoos and everyday household care products. They produce world-leading brands including Lipton, Knorr, Dove, Axe, Hellmann's and Omo.

**ERA METAL BUILDING SYSTEMS LTD. SIDCUL PANTNAGAR
RUDRAPUR Present**

Store Incharge

Education

ACADEMIC DETAILS

Master of Business Administration, (MBA) 61 %.(Marketing Management)
from Doon Business School Dehradun India

Bachelor of Art in English Literature & Education.(Nainital University)
University Grant Commission

10+2 from Center Board of Secondary Education (Physics/Chemistry /Math)

Additional Information

IT SKILLS

Well versed with the concepts of ERP System (Inventory Module), FAMS (Fixed Asset Management System), Materials Management System, Ms Excel, Ms Office Suite & Windows 95/98/NT/XP

Personal Details

- DOB-23Rd September 1980
- Passport Number-J5372537
- Place of Issue- Doha, Qatar
- Date of Issue- 29th December 2011
- Date of Expiry- 28th December 2021
- **Driving License-Qatar**

REFERENCES- Available on Request