

TAPAN KUMAR DHUPAL

RESUME



PERMANENT ADDRESS

Tapan Kumar Dhupal
At/Po- Andarai, Via-Sabarang
Ps- Simulia
Dist-Balasore
Pin-756123
Odisha
Mob : +91-9178804818
Email id : tdhupal@gmail.com

Career Objective:

To grow and evolve in a professional environment as a responsible employee working on Stores and contribute positively to the Organizations growth and culture.

Education :

B. SC. from Fakir Mohan University, Odisha.
Post Graduate Diploma in Computer Application.
Professional Deploma in Store Management continue in (IIMM)
Working Experience in ERP Materials managements

Summary Of Skills & Experience : Havings12+years

Presently Working on **Asst. Officer** in **Barbrik Project Limited** , From **24th** April 2019 to till date. Client: NHA
Working on **Sr. Store Keeper.** in **Tata Projects Limited** , From 07th Aug 2017 to 30-03-2019. (1.7years)
Project: Rail Factory Building & Town Ship Building (structural & civil),Madhepura ,Bihar. Client Name: Alstom

Working on **Store In-Charge** in **Sri Mayur Biscuits Pvt. Ltd** , From **01th** March 2017 to July 2017 (Biscuits Manufacturing Industry),Baripada Odisha.
Working on **Store Asst. Gr-II.** in **Simplex Infrastructure Limited** , From May 2011 to Feb'2017. (5.9years)
Project Exp. : Marine Port & Building Infrastructures' (Civil projects),Gujarat, Bangalore & Odisha. (Client: Adani Port & Brigade Metro.)

Working as on **Store Asst.** in **Larsen & Toubro Limited** ,Major Project of Bhushan Steel Limited,Angul,Odisha From 16thMay 2007 to 30th April 2011(4years).
Project Exp. : Steel plant-Steel melting shop, Blast furnace, Hot Strip Mill & coke oven (Structural & Civil projects)

Personal Profile :

Name	:	Tapan Kumar Dhupal
Date of Birth	:	13 th June 1982
Sex	:	Male
Nationally	:	Indian
Marital Status	:	Married
Languages known	:	Odia, Hindi, English, Bengali
Hobbies	:	Listening to Music, Playing and Watching Cricket, Swimming.

Responsibilities :

Individually handling the entire store activities
Worked in various areas like Materials Receipts & Issues, Goods Inward & Outward Entries, Preparation of GRN,GIN & STN, Forwarding Bills.
Stock Register Updating & Prepare Periodically & Monthly Stock Statements, Collect MR , Indent , Quotation & Comparisons, Preparation of Purchase Order.
Physical Verification & updating Register of Raw Materials, Spare parts Inventory, Tools &Tackles, Strenging & Scaffolding Materials, Machinery/Equipments & all assets.
Controlling the incoming / outgoing materials.
Maintaining minimum & maximum Stock Level.
Required data for the higher authorities sending in time to time.
Procuring the required quality of materials from the availability sources with good negotiating with vendors.
Controlling the materials inflow / outflow to avoid un-necessary blockage of funds and space.
Keeping the good relation with the Clients for avoiding the discrepancy in the work progress.
Time to Time Materials Reconciliation with client and sub-contractors.
Properly storing the materials for avoiding the damage while storing.
Taking the precautions in safety for avoiding the accidents and loss of manpower and man-hours and cost.
Working with Ms-Office Professional and Oracle ERP (Material Management)site materials system especially developed by our Management and programmed for site projects only.

Assurance

I here by solemnly declare that the above-furnished details are true.

Date:
Place:

Sincerely
Tapan Kumar Dhupal