

RESUME

DILIP KUMAR BARICK

At - Gahirapal

Po - Kayan

Ps - Mangalpur

Dist - Jajpur

Odisha - 755011

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CAREER OBJECTIVE

To be advent – grade in action and to put maximum out of me relevant to what I am doing. And interact and share with team members and colleagues and develop world class solution to real world challenges. My sincere & serious approach towards what I do, considered my advantage & of course my ability to manage time & maintaining quality of works help me to leave no stone unturned.

RESPONSIBILITIES

- ❖ Able to work independently as well as in team environment.
- ❖ Ability to deal with people diplomatically.
- ❖ Responsible and eager to learn new skills.
- ❖ Excellent time management with enter personal communicative skills.
- ❖ Always carries a passion of friendship and winning.

EDUCATIONAL QUALIFICATIONS

- ❖ Passed Matriculation from BSE CUTTACK, in the year 1997with 63%.
- ❖ Passed +2 (Arts) From (CHSE BBSR) in the year 1999 with 52%.
- ❖ Passed +3(Arts) with Economics Honors From (UTKAL UNIVERSITY) in the Year 2003 with 50%.

WORK EXPERIENCE

Working as a Jr. Officer at commercial Raw material store department in Birla Tyres Ltd, Balasore, Odisha since 1st April 2008 to till date.

JOB RESPONSIBILITIES

- 1- All natural rubber, Synthetic rubber & Auxiliary materials, issue & maintaining stock.
- 2- Bladder receipt, issue & maintaining stock.
- 3- All raw material issue posting in SAP daily basis.
- 4- Maintaining stock & FIFO register.
- 5- Preparation of GRN on daily basis in SAP.
- 6- Material issued on FIFO basis with maintaining help life with tagging.
- 7- Material issue to production in daily.
- 8- Daily inventory of all material taken after issue & tallied with SAP each material has individual tagging, location, GRN no & SHELF LIFE.
- 9- Liasining transporter & Courier.
- 10- Receiving of Challan / Invoice in daily basis.
- 11- N. Rubber godown , Synthetic rubber godown, Auxiliary Material godown & Bladder room housekeeping in daily basis.
- 12- Vendor Bill passing register maintained, Batch creates & send to Accounts Department.
- 13- Transporter bill passing register maintained & send to Accounts Department.

COMPUTER KNOWLEDGE

❖ PGDCA

HOBBIES

- ❖ Reading Books.
- ❖ Watch T.V

PERSONAL PROFILE

Name	:	Dilip Kumar Barick
Father's Name	:	Mr.Pyari Mohan Barick
Nationality	:	Indian
Religion	:	Hinduism
Date of Birth	:	14 th April 1979
Category	:	OBC
Sex	:	Male
Marital Status	:	Married
Language Known	:	English, Hindi & Odia.
PRESENT CTC	:	3.6Lacks+Furnished accommodation+ Fridge benefits
EXPECTED CTC	:	5.2Lacks

DECLARATION

I do here by declare that all the above statements are true and correct to the best of my knowledge and belief.

Date:

Place:

(Dilip Kumar Barick)