

**Work Exposure**

Company:-EMAMI **Division-Paper Division (EMAMI PAPER MILLS LTD)**

**Designation- SAP MM SUPORT CONSULTANT (STORE OFFICER)**

**From- 18 SEPTEMBER 2017 To till Date.**

**Duties and Responsibilities :-**

* Looking at Receiving of Store materials, physically checking the material, checking the Quality & Quantity of material and giving acknowledgement to vendor on challan & Making GRN entry & Resolve all issue about GRN.
* Keeping Material - Properly stacking the material at proper location with help of ancillary staff. Looking at inventory, Maintain FIFO, stock tacking for every month end.
* Monitoring of receipt, Import documents and issue documents and keeping records for audit and finance Purpose
* Material Receipt as per Suppliers Invoice & Material posting to Inventory Stock. Making GRN Entry in SAP system.
* All material checked & tagged or identification & kept in respective store location & handover this material to QA for inspection purpose.
* After inspection, all the approved material keeping to respective store location & maintaining that location in system also.
* Issue Material to Workshop for Machining & Assembly as per Orders. Out Bonded Material from Inventory Stock after issuing as per Orders.
* Generated Purchase Indent & looking all activities related about store.
* Looking at inventory control & Involved in Inventory Audits & Material storage at defined storage area & Issue Material on Production line as per plan.
* Creation of new material code in the SAP. Updating Material Category. Checking whether code exist in the system.
* Review of Returnable Gate Pass on monthly basis of material sent for Repairing or Loan basis. Follow up with the purchaser / vendor for pending gate pass.
* Create purchase requisition Timely releasing of purchase requisition. Review of indents every day 2 times. Get approval from purchase dept. through email. Checking Stock, Pending Indent and Pending Orders. Checking Budgets. Releasing Indents which are clear in all respect on the basis of above points.

**T**o secure a career in Accounts, Business Administration, and Revenue Management in a reputed organization, which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the objectives of the Company with motivation and efficiency

**RESUME**

***Personal Dossier***

**D.O.B.-24-APRIL-1990  
Sex-Male  
Nationality-Indian  
Religion-Hinduism  
Marital status-Married  
Linguistic Known-Oriya, Hindi, English.**

**CONTACT ADDRESS**

At- Maharajpur.

Po- Nachinta.

Dist- Balasore.

ODISHA, 756043

**SATYAJIT NAYAK**

**MCA**

**CELL-09658641552**

**07008348891**

**EMAIL ID**-**satyajitnayak61@gmail.com**

**Purchasing**:- RFQ, Quotation, Price Comparison, Pricing Procedure, Purchase Requisition, Purchase order, Source Determination, Purchase Order, Scheduling Agreement, Contract, Stock Transport Order, Stock Materials, Consumable Materials, Blanket PO, Special Procurement Viz. Sub-contracting, Consignment and Pipeline, Automatic PO, Vendor Evaluation etc.

* Created and processed purchase orders for raw materials as well as finished goods.
* Tracked all orders placed with suppliers and inspected materials upon delivery to ensure that orders have been filled correctly and goods met specifications.
* Developed and built relationships with key suppliers and measured suppliers performance using data based on cost, quality and service level metrics

**REPORTING PART:-**

* Pull Out various Report from SAP (Stock status, Closing Stock, Segment Wise Consumption, Asset capitalization etc.)
* Check opening Stocks as per Reports on daily basis specially running items.
* Prepare Purchase Report of Stock Item as well as Consumption Details
* Prepare Vendor-wise Supply Quantity (both Indigenous & imported)
* Prepare Monthly Expenditure Ledger A/C.
* Verify all the last day activity (In/out) & rectify the error if any.
* Analysis the aging of stocks & communicate the management about obsolete Stock.

Company:-EMAMI AGROTECH LIMITED(OIL Division)

**Designation:-Ware House Manager**

**Duration:-15 Sept 2015 to 15 Sept 2017**

**Billing:-**

Basic Billing process, Billing Types, Complaint Documents, Credit memo and Debit memo, Billing Plan, Account Determination.

**Personal Attributes:-**

* **Co-operative & result oriented.**
* **Self-confidence**
* **Optimistic**
* **Ability to shoulder responsibility**

**Strength**

* **Honesty**
* **Sincerity**
* **Punctuality**
* **Dynamic**

**Hobbies**

* **To play cricket**
* **Surfing internet**
* **Listen music**
* **Making Friends**

**EDUCATIONAL DETAILS**

**Key Skill:-**

MS-Office, Internet, SAP (MM ,SD).

**ACADEMIA:-**

* MCA From BCET, Balasore under BPUT, Odisha, With 74% in 2015.
* BCA From ABA under F.M University, Odisha with 65.43% in 2011.
* +2 Sc. From Gopalpur(Degree) college,Gopalpur,balasoreWith 43% in 2008.
* B.S.E (10 Th) From Moharajpur High School with 64% in 2006.

**SALARY DETAILS:-**

**CURRENT PACKAGE**

**2.52 L P.A**

**EXPECTED-NEGOTIABLE**

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| **DECLARATION** |

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

Date: **(Satyajit Nayak.)**  
Place:Balasore

(SrimantaNayak)