**KRISHNA GUTTULA**

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**Phone: +91-7621839072**

**Overview:**

* Having 22+ years of work experience as stores officer in various sectors.

**Objective:**

* Seeking a challenging career where I can utilize my experience and help me scale new heights and wish to be a part of the organization where there is ample scope for individual growth as well as organizational growth.

**Education:**

● I am a B. Com Graduate with **22+ Years**of rich experience in Materials Inventory Management at various organizations **L&T, IVRCL ltd**

●Knowledge on preparation of Purchase Orders, Stock Reports and Stock Statements as per requirement of HO. Handling all Store activities of the **Road, RE (POWER)& Power Plants** projects in ERP Store Module at Site.

●Responsible for implementation of Purchase and Stores Module in ERP System.

**Professional Experience:**

* Presently working in **IVRCL Limited** as an Officer (Stores) from Aug 2005 to till date.
* Worked in **LARSEN & TOUBRO LTD** as a Sr. Assistant Stores from June 1996 to Aug 2005

**Computer Skills:**

* Operating System : Windows 7, 8,10
* Packages : MS-Office 2007 & 2010 (Excel, Word, PowerPoint).
* Software’s : ERP –Site Developed by Citrix Software Solutions with RDMS (Oracle Inventory R12i, Version 1.0)

**Clients Details**: -

* Vamagiri Power Generation Ltd at Rajahmundry from 2004 to 2005.
* L&T ECCD AP 19&20 Bridges at Ravulapalem from 2004 to 2002.
* L&T ECCD VSPL Job at Suryapeta from 2001 to 2002.
* L&T ECCD DHDS Project at Visakhapatnam from 1998 to 2000.
* L&T ECCD Rain calcining Ltd Visakhapatnam from 1996 to 1988.

**Roles & Responsibilities:**

* Issuing MRN (Material Receipt Note), MIV (Material Issued Voucher Delivery Challan), MIB (Material Issue Book).
* All Indents Posting and Issue Material Consumption Value.
* Managing all further activities regarding to stores.
* Preparing RA Bills for Supply and F&I (Freight & Insurance).
* To check and maintain the record of material received And Issued.
* Stock control and physical verification.
* Identification of all Items in the stock in the fields of Mechanical, Civil, & Electrical.
* To fore see the needs of the organization for material.
* Inventory Control Material Reconciliation and Generation of MIS Report.
* Protect employees and customers by providing a safe and clean store environment.
* Maintain the stability and reputation of the store by complying with legal requirements.
* Responsible for the maintenance of maximum and minimum stocks.
* Disposal of scrap.
* Maintenance of inventory records and preparation of orders, receiving, inspecting and storing of supplies.
* Sourcing and purchasing of material from suppliers.
* Strategic planning, Forecasting & scheduling & Inventory Management.
* Planning & procurement of Material from suppliers.
* Vendor development.
* Development of new Components with vendors.
* Managing purchased items inventory value well within target.
* Performs other duties as assigned.
* Raising Enquiries and getting Quotations from Approved Vendors.
* Negotiating with Vendors for Material Procurement.
* Preparation of Purchase Orders in ERP from Price Comparative Statement with approval of Project Head.
* Checking of Quantity, Rate, Taxes etc. with Purchase Order while receiving materials.
* Informing the Concerned for Quality checking of materials while receiving.
* Identifying Shortage/ Damage / Discrepancies and follow up for resolution to Supplier.
* Raising Debit Note to the Vendors for the materials rejected if any, which are not as per the terms & conditions of Purchase Order.
* Maintaining of Material Inward & Outward with preparing of GRNs & IRNs in ERP Package.
* Proper Stacking of Materials for avoiding Moisture or exposure to Dust / Rust.
* Updating of all Major Materials, Fixed Assets & Stock Ledgers with monthly and yearly reconciliation statements.
* Care, Custody & Preservation of FIM bulk materials.
* Maintenance of books of All Materials for site.
* Ensure to Utilize Shelf life Items with in Expiry date.
* Verification of Physical stock of Major, General Materials, Spares and Oils & Lubricants of Monthly, Quarterly and Yearly basis.
* Preparation of Purchase Orders for Fixed Assets and Major Materials in ERP as per Project requirement.
* Raising and maintaining of Debit Notes & Credit Notes to Sub-Contractors and Inter-Sites.
* Preparing & Handling of Site to Site Stock Transfer activities with all supportive documents.
* Preparing of Daily Crusher Production and Out Going Reports.
* Preparing of River Sand Supplier Bills with Inward, GRNs and Monthly Reconciliation statements.
* Verification of Supplier Bills and Sub–Contractors Bills along with PO’s & Work orders for Receipts & Issues.
* Observation on Major Materials for Re-Order Level.
* Re-ordering Inventory when it dropped the predetermined Levels.
* Participation with Accounts Dept for Reconciliation between Accounts and Stores.
* Active implementation of ERP System in Site level for Stores.
* Knowledge on Inventory Valuation methods like Weighted Average, LIFO and FIFO.
* Maintaining Bin cards for easily tracking out Materials & Spares as per ISO 9001:2008.
* Daily Purchase Order follow – up with Vendors to ensure timely delivery of Materials.
* Develop New Vendor and Suppliers.
* Knowledge on Construction Material.

**Personal Details:**

* Father’s Name : Dasardha Rao
* Nationality : Indian
* Languages known : English, Telugu, Hindi
* Packages : MS Office, ERP Pact, Tally

**Declaration:**

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

Place :

Date :  (Krishna G)