**SHIV PRATAP SINGH**

H.NO 100 SECTER -7, RHB COLONY, BHWADI, DIST- ALWAR (Raj)-301019

**Mob**: +917737900923, 07742188973, **Email:** shivpratap539@rediffmail.com

**OBJECTIVE**

* I am looking forward for a career in an organization that offers me challenge, high degree of responsibilities, varying exposures and scope for official work innovations and opportunities to learn and enhance my skills.

**KEY SKILLS:**

* SAP, Busy Software, SAP R3, Purchase, MS Excel, GRN, Packing Material, Raw Material, Material Handling.

**..............................................................................................................................................................................................................**

**EXPERIENCE**

* **Presently working in Milla Group SL Ltd Manufacturing Factory West Africa Freetown City**
* **Designation: Purchase & Store Officer.**
* **Duration: 08 December 2020 to till date…...**
* **Working on SAP**
* To create Purchase Order, Capital PO, Domestic PO, Service PO, Sub Contact PO, Stock Transfer PO, Promotional PO, Return PO, Etc.
* Negotiation with vendor for Prices.
* Monthly MIS Preparation, Includes Open and Closed PR & PO.
* To Control on Inventory and inventory holding cost.
* To resolve Invoice, supplier payment issue.
* Responsible for timely delivery of order to get the material on time.
* To Responsible for identifying and implement sourcing and Purchasing Strategies.
* I will be process Supplier Release at least 3 Quotation Suppliers and Comparative sheet making as per specification / requirement.
* Responsible for Complete Buying for Machine Spare Parts, Tool Room Items, Utility Items, IT Items, Office Equipment Spare parts from RFQ to Purchase Order
* Responsible for Stores, Received Materials, Issues Materials, Etc.
* Responsible for day to day activity of stores & Purchase.
* Physical verification of stock on weakly & Monthly basis.
* Supporting Supply Chain Function for smooth manufacturing and dispatches to customer.
* Record & verify the Inward & Outward material movement
* Development of procedures for Store
* GRN making process
* Maintain the stock
* Reconciliation of stock
* Dispatches finished goods.
* RGP&NRGP Preparation & racking.
* Maintain minimum & maximum Stock Level.
* Maintain the System of FIFO (FIRST IN FIRST OUT)
* Maintain the System of LIFO (LAST IN FIRST OUT)
* Receive and store the material as per the PO and issue schedule.
* Identify area to store the rejected material and plan for its disposal.
* Maintain and control inventory and valuation of all consumables and BOP’s items.
* Monitor issue of goods as per the available stocks and inventory plan.
* Record and update all items in-flow and out-flow in SAP.
* Establish and maintain effective coordination with production, purchase and other user departments.
* Maintain and adopt the material identification and coding system.
* Plan and carry out physical stocks/inventory (AS per ABC) verifications.
* Maintain and execute the standard material issue system (FIFO)
* Manpower deployment and handling in store and dispatch.
* To plan with PPC team for daily dispatch to customer.
* Follow up with production Dept. for shortage material against dispatch plan.
* Reconciliation of empty bins and raise the PR as per requirement.
* Review of packing material and raise the PR as required.
* Follow up with transporter for timely delivery of material at customer end.
* Expert Knowledge of Inventory Management with 5S, ABC Analysis, Perpetual Inventory, FIFO System & EDI System.
* WIP and Finished Stock)
* Valuation of Inventory according to method adopted in accounting policy.
* Monthly Mis report Send to Head office

**…………………………………………………………………………………………………………………..**

* **Worked with Vectus industries Ltd Manufacturing Factory**
* **Designation: Associate Purchase & Store officer**

**Duration: 26 Sep 2016 to 01 October 2020 (4Years)**

* Working in SAP. (Hana)
* Process for Approval and Creation of PO in SAP System
* Develop New Vendors, Update base of suppliers in SAP.
* Evaluation Vendor performance in terms of Price quality & delivery time.
* Follow up with suppliers as per delivery schedule, tracking of delivery
* Verification of bills & coordination with A/C division and stores.
* Maintain complete/ up dated purchase records, inventory & pricing in the System.
* To evaluate quotations & Prepare Comparative statement.
* Tracking shipment Status, bill of entry, Shipping Bills, import check list follow up with CHA
* Negotiations for pricing, finalization of supplier and generation of PO.
* To create Purchase Order, Capital PO, Domestic PO, Service PO, Sub Contact PO, Stock Transfer PO, Promotional PO, Return PO, Etc...
* Material Receive & Issue
* Maintain the Store in Systematic Way
* Maintain Min. & Max. Of Consumable Items & RM /PM Materials.
* Handle of all type of Raw Materials received plants
* To receive Purchase Orders RM/PM Materials
* Maintaining P.O. record of all customers
* Monthly report sends to head department
* Monthly worker issue Details Material, Submitted to HO & Plant Head.
* All Store & Purchase related document hard & soft copy proper by filling /Book Keeping work
* Prepare the comparative statement, Negosation, prepare purchase order, Vendor Development, Cost Detection, Follow up dispatch material.
* To Create Purchase Orders RM/PM Materials in SAP
* POD Updatation in SAP
* Tracking the Payment to the Vendor
* Physical counting, verification of Incoming Materials
* Prepare documentation of all customers.
* Monthly MIS Prepared.

**..............................................................................................................................................................................................................**

* **Worked with Shriram Pistons & Rings Ltd Manufacturing Factory**

**Designation: Sales Coordinator (Store Dept)**

**Duration: 17 August 2015 to 31 March 2016. (1Year)**

**Job Profile**:

* Working in SAP.
* Making the requisition of the required materials
* Material Receive & Issue.
* Physical verification of stock on weakly & Monthly basis.
* Maintaining material Issued, Received Register.
* Maintain the Store in Systematic Way.
* Maintain Min. & Max. of Consumable Items.
* Materials Maintaining Inward and Outward Register
* Prepare invoice cum challan statement (L.R. Details) & attach GR copy with Invoice extra copy & send to H.O. accounts. And original Invoice copy send to various godowns through Courier & IDR
* Maintaining sale record of all customers
* Maintain office record soft copy in computer & hard copy of files like all collection reports, Customer Invoice copy of Incoming & Outgoing material.
* Prepare documentation of all customers.
* Monthly report sends to head department.
* Submitting the MIS to the management at the end of every month
* After printing excise Invoices, we check all Excise Invoices.
* Mail road permit details of all required godowns.
* Handle of all type of finished goods materials received plants.
* Prepare Supplementary invoices and all related certificates and complete all legal formalities.
* Reporting of daily stock & dispatch preparing for store, maintenance of warehouse.
* Give dispatch details to regions by mail.

**.............................................................................................................................................................................**

* **Worked in Feminine and Infant Healthcare Pvt Ltd. A/C of Johnson & Johnson Manufacturing Factory Designation: Asst. Purchase & Store Executive**

**Duration: 07 March 2012 to 23 February 2015. (3Years)**

**Job Profile**:

* **Working in SAP, and Busy Software.**
* To Create Purchase Orders RM/PM Materials in SAP.
* Tracking the Payment to the Vendor.
* Regular screening and development of New Vendors.
* Excise filling of return working in online ER-1
* Maintain Production RG-1Register Production Based control
* Monthly report sends to head department.
* All monthly report sends to head department.
* Handling Billing Department & Customer Care department
* To receive the primary orders from existing customers.
* Planning of the day today dispatch activities with the consultation of customers.
* Maintained the dispatch According to Customer to Hourly Requirement.
* Vehicle arranging to send the materials to customer and follow up with the Transporters still material reach at the customer end.
* To receive Purchase Orders RM/PM Materials.
* Maintained the dispatch According to Customer to Hourly Requirement.
* Manpower shift planning for loading Dispatch.
* Bill passing of all the transporters as per their contracts review.
* Call transporter as per rate contract or nominated transporter by the customer.

Supervise the loading of the material on the vehicle for dispatch.

**EDUCATIONAL QUALIFICATION**

* 10th Passed from M.P. Board Bhopal, Year -2004.
* 12th Passed from M.P. Board Bhopal, Year-2007.
* B.Sc. Passed from, Jiwaji University Gwalior, Year-2010. fulltime

**TECHNICAL QUALIFICATION**

* One Year Diploma in Computer Application.
* Software Knowledge: - MS-Office (Word, Excel, PowerPoint, Access, Internet.
* Six-month Electronics Course from Usha Electronics Training centre.
* Knowledge of SAP & ERP.

**STRENGTHS**

* Ability to understand and analyze the client requirements.
* Knowledge of warehouse.

**PERSONAL DETAILS**

* **Name**  : **Shiv Pratap Singh**
* **Father’s Name** : **Sh. Suresh Singh**
* Date of Birth : 20th Dec. 1988
* Permanent Address : Tulsi Vihar Colony, Phool Ganj, Banmore

Morena (MP)-476444

* Marital Status : Single
* Sex : Male
* Religion : Hindu
* Nationality : Indian

**OTHER INTEREST AND ACTIVITIES**

* Playing Cricket & Listening to music, Chess
* Making things impossible to possible.
* Sincere, Honest, Hard Working and New Things.

**DECLARATION**

* Declaration I declare that the above given information is true and correct to the best of my knowledge.
* Hope you will give me an opportunity to prove my ability.

**Date…………………… Yours faithfully**

**Place ……………….. (Shiv Pratap Singh)**