

JITENDRA NAYAK

Present Address

1324/ Sonale Grampanchayat
Office NearBy Rajlaxmi Hi-Tech Rupess Beer Shop
Bhiwandi Thane Maharashtra 421302

Contact

Email Id- jitendranayak0904@gmail.com

Mobile No- +919263052559/+919798639106

Career Objectives

Intend to build a career with a leading organization to reput with the opportunity to facechallenging work and use my interpersonal skill in the competitive era.

Professional Snapshot

- **Present Company- Mahendra Industries**
- **Designation- Store manager**
- **Experience- 27th July 2021 to till date.**
- **Roles and Responsibilities-**
 - Plan Inventory management Processes to avoid shortages delay and interruptions in manufacturing line.
 - Monitoring inward outward Material.
 - The Store is kept clean
 - Shelves and racks are properly stocked and products do not fall of the shelves.

The store manager must ensure that sufficient inventory is available at the store to avoid being “Out of Stock”.

❖ **RECEIVING:**

- i. Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee
- ii. Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.
- iii. Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor or yard sites.
- iv. Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.
- v. Processes receiving and delivery for inventory and non-inventory items purchased by satellite warehouses.
- vi. Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase
- vii. Issue Ledger management and control at site

❖ **MATERIAL ISSUE:**

- i. Issues articles upon requisition; may use hand tools to cut stock to size prior to issue.
- ii. Stages most materials, supplies and equipment for crews.
- iii. Assembles materials from requisition forms; loads and unloads equipment and supplies from trucks; loads docks and runways.
- iv. Handles all issuances of construction meters (hydrant meters) to outside customers and processes receiving of returned construction meters following proper procedures.
- v. May determine material requirements from general item descriptions or from construction drawings or specifications, may contact vendors to determine availability of parts and equipment

❖ **MATERIAL ORDERING:**

- i. Writes up purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for special jobs.
- i. Co-ordinates with Engineering Department regarding materials for planned jobs. Works with Accounting Section concerning discrepancies in deliveries and to identify and anticipate problems regarding a transaction on a purchase or delivery.
- ii. Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards.

❖ **MATERIAL CONTROL:**

- i. Performs the clerical checking of new stores as they are being received; may work outdoors or away from the supply yard i.e., may deliver parts to crews or other District facilities.
- ii. Performs clerical duties associated with storekeeping function.

Education

Course	Year	School/College name	Board/University	Percentage%
B.SC Graduation	2021	Tata College Chaibasa	Kolhan University	70
12 th	2015	Tata College Chaibasa	JAC (Jharkhand Academic Council)	46.6
10 th	2013	SKSN Karanjo	JAC (Jharkhand Academic Council)	69

Strength

- Communication Skill
- Flexibility and Adaptability
- Learning agility: Quick learning
- Creating Ideas: Creativity
- Positive Attitude: Creating a positive environment
- Self-Motivated
- Listening
- Personal Management
- Positive Attitude

Skill Highlight

- MS Word
- MS Excel
- MS PowerPoint
- Store Management

Personal Details

Father Name - Yogeshwar Nayak
Mother Name - Ahilya Devi
Date of Birth - 9th April 1997
Nationality - Indian
Marital Status - Single
Sex - Male
Hobbies - Learning New.
Language - Hindi, English, Oriya

Permanent Address

Village/Post Office: - Kharposh

Police Station: - Majhgaon

District: - West Singhbhum

State: -Jharkhand 833214

Declaration

I hear by declaring that the above information is true and correct to the best of my knowledgeand belief.

Place: - Mumbai

Date: - 10.09.2023

Signature of Candidate