

CURRICULUM – VITAE

CHANKI PANDEY

Executive (Store & Material)

Residential Address:

Vill. – Gauraiyadh Po. – Mungra-Badshahpur.

Th. – Machhalishahar **Dist.** – Jaunpur,

State. – Uttar Pradesh, **Pin Code** – 222202

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CAREER OBJECTIVE:-

A position that utilizes my skills and abilities in a well-known organization, derived from education and experience that can contribute maximum results to the growth and progress of the company.

EDUCATION QUALIFICATION:-

CLASS	BOARD / UNIVERSITY	SUBJECT	PERCENTAGE	PASSING YEAR
High School	SBS Inter Collage, UP Board, Allahabad.	PCM	75.6%	2012
Intermediate	SBS Inter Collage, UP Board, Allahabad.	PCM	59.6%	2014

BACHELOR'S DEGREE:-

Graduation from Mathematic.

CLASS	UNIVERSITY	SUBJECT	PERCENTAGE	PASSING YEAR
B.Sc.	C.S.J.M. Degree Collage, Allahabad	Mathematic	56.6%	2017

EXPERIENCE:-

- ✓ 1.3 Year experience as a Store Keeper with Suraj Infra Project in Nuapada Odisha since July-16 to Oct-17 (Biju Expressway SH – 03).
- ✓ 0.7 Year experience as a Store Executive with Lanco Infra Project in Rudra Prayag U.K. since Nov-17 to June-18.
- ✓ 3.0 Year experience as a Material Executive with Sadbhav Engineering Limited in Gujarat A-R Project since Sep-2018 to till date.

Work Responsibilities:-

Response for overall Inventory management of the unit. Looking after the issue & receipt of material or any spares & consumables. Placing indents & vendor development, preparing MIS. Supervising and controlling the activities like receiving store, issuing store, etc.

- ❖ Manual GRN posting in Stock Ledger, Manually issue posting in ledger.
- ❖ Receive all indent, check the stock physically as well as in the computer,
- ❖ If the material is in stock, return one copy of indent to consuming department stating the quantity of material is available. If it is not available we send the indent copy purchase department.
- ❖ Procurement for the Purchase Order as per indent, as per instruction of HOD.
- ❖ To maintain all manual records receipts, issue, return & rejected.
- ❖ Maintain Stock Register as per category wise.
- ❖ Follow-up with Purchase Department / Suppliers for the requirement given to them.
- ❖ To ensure spare parts are received according to P.O.

Material Management:-

- ❖ Maintaining Material receiving record-GRN, Materials record-MIS and Material Internal Transfer records; managing daily stock register & monthly stock statements.
- ❖ Controlling quantity & quality of the materials conducting physical verification of materials on site projects store & managing inventory level.
- ❖ Preparing goods receipt note, material issue & making as well as material reconciliation.

Procurement / Inventory Management:-

- ❖ Ensuring proper inventory levels and checking stock item for recorder, checking all Project Inventory with Physical Stock.

Strengths:-

- A. Honesty
- B. Hardworking
- C. Sincerity

SOFTWARE PROFICIENCY:-

- A. SAP
- B. Tally ERP-9
- C. MS Excel
- D. MS Word
- E. MS PowerPoint
- F. Microsoft Outlook
- G. Windows XP, Windows7, Windows8 & 10

PROFESSIONAL PROFILE:-

Working as Executive in Material department for a leading construction firm **Sadbhav Engineering Limited**. With an approach and sustainability towards dynamically changing professional environment. Eager to accept challenges in accord of professional and personal needs. Better team player quality and with managing capability includes risk management parameter.

Apart from managing material needs in current organization, previously involved into contractual communication with both Client & consultant includes preparation of presentation and project growth report.

CURRENT EMPLOYMENT DETAIL:

Sadbhav Engineering Limited. - (September-2018 to till date)

- **Project:** Bagodara-Limbdi & Sayla-Bamanbore (NH-47)
- **Cost:** 900 Crore.
- **Client:** NH (R&B Gujrat).
- **Designation:** Executive
- **Department:** Material & Store

PERSONAL PROFILE:

Date of Birth	:	01/02/1998
Father's Name	:	Shree Ajit Pandey
Religion	:	Hindu
Gender	:	Male
Nationality	:	Indian
Language known	:	Hindi, English

DECLARATION

I hereby declare that all the statements made in this resume are true & complete with the best of my knowledge & belief.

Date:

(*Signature*)
(Chanki Pandey)

Place: Jaunpur, Uttar Pradesh.