

CURRICULAM VITAE

LUXMAN

Mobile No : 9878684810
Current Location : Ludhiana
Qualification : Graduate (Bachelor of arts)
Email I.D. : luxmansharma0825@gmail.com

CAREER OBJECTIVE

Seeking challenging level assignments in SCM, Purchase / Procurement and Materials Management with a growth oriented organization. A challenging growth oriented position in a progressive company, where I could contribute to the organization's success not only by technical expertise but also through my innovative ideas & desire to achieve excellence in whatever I do

KEY RESPONSIBILITY

Coordination with different sites for all material receiving and issuing the material. Providing material handling system, Monitor and ensuring the day to day receipt and dispatch at warehouse for smooth operation. Proper job responsibility and coordination among the subordinates. Stock updating and report circulation. To monitor record keeping and housekeeping by the warehouse executive. Timely submission of report required by the management. To maintain stock ledger.

KEY SKILL

* SAP, Tally ERP9, MS Office, Excel, PowerPoint, Outlook and handling of Internet

JOB RESPONSIBILITY

- * Material handling in store after quality clearance, Inventory Control and Random verification of stock, Material issuing to production as per requirement & maintained FIFO Day to day updating the record & receiving / issuing the material.
- * Maintain minimum stock level of raw material to ensure no shortage as per planning
- * Maintain the store in line with safety requirement and periodical maintenance Ensure Monthly Physical Stock Checking of all the items.
- * To keep close watch on Non-Moving items and Slow-Moving items giving details of the same to the management, checking receipt of materials, Verifying invoices./bill passing Maintain timely unloading, material condition verification,
- * Co-ordination with purchase for daily shortage critical material for smooth Production inventory control, Maintain safety norms in store as per procedure planning annual requirement of materials through consumption based criteria.
- * Receives and inspects all materials and reconciles with purchase order.
- * Preparation of goods received voucher (GRV) in Sap MIGO.
- * Preparation of RGP & NRGP in SAP
- * Materials Inspection, receipt, checks, requisitioner and Intimate.
- * Preparation of goods receive back certificate in SAP
- * Preparation of Delivery Challan in SAP & Create E-way bills.
- * Material Issuing to Production as per requirement & Maintained FIFO.
- * Creating Indent and posting requisitions slip.
- * Analyzing Shortage/Rejection of material.
- * Material handling in store after Quality clearance.

EXPERIENCE HIGHLIGHT

1. Two year six month working in **ARKO BIKES INDIA** as a store keeper (July 2013 to Dec 2016)
2. Presently working in **RALSON INDIA LTD** as a store assistant (Jan 2017 to Till)

EDUCATION HIGHLIGHT

B.A passed from Panjab university (Chandigarh) in 2013
10+ 2 passed from PSEB (Mohali) in 2009.
10th (Matriculation) passed from PSEB(Mohali) in 2007

PERSONAL DETAILS

Date of Birth : 02 feb, 1990
Father's Name : Sh.Lal bahadur
Marital Status : Married
Nationality : Indian
Religion : Hindu
Languages Known : Punjabi, Hindi and English
Permanent Address :H no.b-29/871, St no.4, Hargobind Nagar,Dhandari kalan,Giaspura, Ludhiana.

DECLARATION

I possess a keen analytical mind as well as the patience that is required in the CORE. Given inopportu nity to work in your organization, I shall prove myself to be a worthy employee with my dedication and hard work

DATE
PLACE...

LUXMAN