**Curriculum Vitae**

**JYOTISH KUMAR**

**Contact: 0581930117**

**E-mail: Jyothish678yo@gmail.com**

**Carrier Summary**

More than 6 years of work experience in inventory started as Assistant Storekeeper and later on good the responsibilities of independent Sr. Storekeeper. Possess good communication skills with a quick responsiveness to learn new technologies and ideas.

**Objective**

To be a part an organization which uses my knowledge, skills for its growth, while giving me opportunities to learn, and enrich my knowledge so that I can fare will in the competitive world.

**Professional Summary**

**Sr. Store Keeper & Site in charge**

* Handle overall stores activities at Project Site of the company for multi stores High rise residential buildings/Towers.
* Dailymaterials inspection, in charge for issue, receipts, documentation,warehousing, inventory, stocking and  making computerized entries for the related items. Maintain inward and outward on daily basis.
* Receive materials take care of demurrage’s, in transit damages and taking preventive measures for the safety of stocked goods
* Handle all materials like timber, plywood, spare parts materials and other building materials used in construction industry
* Physical management and proper upkeep of stock materials stores.
* Conduct periodic cyclic checks and stock reconciliation
* Performed general office and administrative responsibilities.
* To manage staff under my control and attend the daily meetings.

**WORK EXPERIENCE**

**M/S PatilEngineering’s,** Maharashtra

**Position Held:**Sr. Store Keeper **Jan’17 – Feb’18**

**Role & Responsibilities:**

* Receives all incoming shipments verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee
* 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
* 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.
* Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase

**MATERIAL ISSUE:**

* Issues articles upon requisition; may use hand tools to cut stock to size prior to issue
* Handles all issuances of construction meters (hydrant meters) to outside customers and processes receiving of returned construction meters following proper procedures.
* Assembles materials from requisition forms; loads and unloads equipment and supplies from trucks; loads docks and runways

**M/S Pragathi Precision,**Bangalore

**Designation:** Store In charge **Sep’ 2013 – Dec’ 2016**

**Role & Responsibilities:**

* 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
* Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards
* Prepares form records and obtains necessary signatures for stock issued
* Labels items for storage as required; assists in filing receiving reports and requisitions
* Maintains the stock area, warehouse, and other work areas in a clean and orderly condition
* Ensures the security of equipment and supplies kept in storage areas by locking up the equipment as needed
* Processes the return of materials to vendors or materials to be scrapped or junked
* Solves difficult problems such as tracing purchase documents or partial shipments
* Operates an on-line computer system to access, input, and change inventory data and related information; applies code number to materials and equipment from existing code system

**Microtech International,** Bangalore

**Designation:** Jr. Store Keeper **Feb’ 2010 – July’ 2013**

**Role and Responsibility:**

* To search out the material according to stock no. & cleaning & keep the material on the racks as per location wise
* To maintain the material stock position according to the requirement of production
* To supply the components at proper place and proper time
* The function of store is to store the access components to protect bin from damage and dust
* To receive the components and keep it current and correct stock position according to validity.
* To keep the material supply and use the proper and paper to protect from damage of the threat.

**EDUCATION PARTICULARS**

* **SSLC**from Board of Secondary Education in 2006**,** Karnataka, India
* **I.T.I  Welder**from Provisional National Trade Certificate, In 2007 Karnataka, India

**Computer Knowledge:** MS Office: MS-word, MS- Excel

**PERSONAL PARTICULARS**

Name : Jyotish Kumar. K

Date of Birth : 16.04.1990

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Languages Known :          Hindi,English, Telugu, & Kannada

Visa Status : Visit Visa(Valid till MARCH 2019)

Joining :Immediately

**Declaration:**

      I hereby declare that all the information furnished by me is true to the best of my knowledge.

**Jyotish Kumar. K**