**RUDRA**

**RUDRA.373872@2freemail.com**

**SAP ERP IN MATERIALS MANAGEMENT (PROCUREMENT AND INVENTORY MANAGEMENT) AND STORES MANAGEMENT PROFESSIONAL +10 Years’ EXPERIENCE IN STORE MANAGEMENT AND PURCHASING OF MATERIALS & SERVICES IN SHIP REPAIR INDUSTRY AND OIL AND GAS | JOINING: 30 DAYS**

**Objective:**

Proficient and accomplished professional in stores management with inventory SAP MM, stores management knowledge seeking a suitable opening in an organization of international repute to utilize the professional knowledge acquired.

**Skills:**

**1) Language:** Decent communication skill of English in both reading and writing.

**2) IT SKILL :** SAP IN MM (Purchasing Management & Inventory Management) , MS Excel, MS Word, Power Point, MS Outlook Express, Internet Explorer.

**2) Mechanical Equipment, Tools and Consumables**: Portable hand tools, precision and measuring tools and equipment, Pneumatic and electrical hand tools, cutting drilling threading tools and equipment,

 **3) Steel, Welding, Fabrication Materials and consumables;**

A) Steel Materials: Channel / Beam / Pipes & Their Fittings, Plates / Angle Bar/ RHS (Rectangles Hollow section)/ SHS (square hollow section) etc.

B) Welding Equipment and hand tools & Consumables used in TIG WELDING / MIG WELDING / ARC WELDING / GOUZING etc.

C) PPE & Safety Related Tools & Equipment,

D) Lifting tools & equipment.

**4) HSSE: Local Workshop Safety Rules, Lifesaving Rules,**

**5) Training of;**

 **A) Working at height. B) LOTO (Logout Tag Out). C) Safety Behavioral Training. D) Risk Normalization**

**Professional Experience:**

1. **Madina Group WLL , Qatar**

**(From 4th April 2017 to till now)**

**Project: Qatar Shell GTL , MMSC-QSGTL**

 **Designation: Materials Controller / Senior Stores keeper**

* **Procurement of precision and measuring equipment, cutting drilling hand tools, lifting and rigging items, misc. consumables and portable mechanical hand tools.**
* **Keeping track and record of calibration, certifications, and inspection of tools and equipment.**
* **Monitor the activities issue and receipt of tools.**
* **Keeping Record of MSDS, MTC of consumable and steel materials.**

**2) International Ship Repair FZE, UAE Stores-In-Charge/ Procurement Assistant**

**(From June 2009 to 20th Dec 2016)**

1. Receiving and inspection of inward materials accordance with LPO / Requisition.  Check for damage/shortage/ discrepancies if any and prepare report.
2. Issue of materials as per company produced getting approval delegated authority using FIFO method.
3. Maintaining Stores Record (Bin Card / Stock Card / Stores Transfer Note / Materials Return Note / Goods Inwards Note /Material Rejection Note etc.)
4. Stock verification periodic / perpetual / annual.
5. Prepare Delivery Challan & Store Material Accounting
6. Ensure good housekeeping.
7. Ensure all materials handling equipment are in good condition
8. Order picking, check and count goods before issue.
9. Make entries in Bin Card /Kardex (stock) and update accordingly in Stock Card promptly.
10. Ensure Receipts and Issues are correctly documented.
11. Monitoring shelf life / preservation of materials stored.
12. Ensure that rules and regulations relating to physical custody and preservation of stores are followed.
13. Monitoring safety and security of stored materials.
14. Inventory control and stock levels using replenishment technique / forecasting technique.
15. Checking of requested materials with stores availabilities and forward the requisition to purchase dept. getting those approved.
16. Checking of purchased materials (Pipes and their fittings, Plates, Angle Bar, Beam, welding related consumables and Industrials materials etc.) Its bills/Invoices and its specification with requisition and LPO.
17. Inform to concern department regarding purchased materials or ship spares part arrived for repair.
18. Inward and outward materials recording.
19. Perform environmental and safety audits and complies with governmental regulations.
20. Communicate up and down to ensure proper flow of information.
21. Tool box talk. Implementation & service delivery.
22. Control of assets value over AED 2.5 Million.
23. Management representation for External audit.
24. Ensure test and validation of tools and equipment.
25. Requested materials by Site Supervisor through phone, checking the availability with stores otherwise forward the requisition getting approved by authorized person to purchase dept to purchase and co-ordination with transport to send the materials at site.
26. Checking of requisitions/purchase indents.
27. Selection of suppliers for issue of enquiries.
28. Issuing enquiries/tenders and obtaining quotations.
29. Analyzing quotations and bids etc., and preparation of comparative statement (quotation charts).
30. Having the negotiation, selection and approval of quotations and with authorized person.
31. Preparation and Issue of Purchase Orders.
32. Follow-up of purchase orders for delivery in due time.
33. Correspondence and dealing with vendor, regarding shortages, rejections etc., reported by the Stores Department.

**3) Ideal Carpets Limited, Raj Nagar, G.T. Road Gopiganj, Bhadohi, UP India**

 **From May 2003 to May 2009**

 **Designation: Data Entry Operator**

* **Send/Receive of email and distribute a copy to concern department and getting reply from concern dept. make update to clients**
* **Recording of Buyer Order Sheet and updating with latest information taken by production dept. as status of product either under production of under finishing etc.**
* **Preparing of Export/Local Invoice and packing list as per buyer required format and as per custom required format.**
* **After the completion of production inform to buyer agent to inspect the product for dispatch.**
* **Preparation of all concern documents for shipment.**
* **Having finished of shipment process sends the B/L copy to concern buyer.**
* **Preparation of all documents after receiving the B/L copy and other paper to submit in Bank.**
* **Stock update & report to manager.**
* **File keeping buyer wise.**
* **Salary Sheet preparation.**

**4) Kapoor’s Carpets Limited Bhadohi, Data Entry Operator**
**(From July 2002 to May 2003)**

* **Send/Receive of email and distribute a copy to concern department and persons getting reply from concern dept. reply vice versa.**
* **Recording of Buyer Order Sheet and updating with latest information taken by production dept. as status of product either under production of under finishing etc.**
* **Preparing of Export/Local Invoice and packing list as per buyer required and as per custom required.**
* **After the completion of production inform to buyer agent to inspect the product for dispatch.**
* **Preparation of all concern documents for shipment.**
* **Having finished of shipment process sends the B/L copy to concern buyer.**
* **Preparation of all documents after receiving the B/L copy and other paper to submit in Bank.**
* **File keeping buyer wise.**
* Share Account / partner’s personal account through tally 7.2 version.

**5) Bokhara Palace Pvt. Ltd, Main Road Power House, Bhadohi. Data Entry operator**

**(From Jan 2001 to June 2002)**

* Carpets Stock Preparation through carpets software.
* Buyer order-sheet recording updating with latest received information from production.
* Wool – Died Wool, Raw Wool, Recording and track with clients.
* Documentation.
* Invoice / Packing List preparation.
* Inward/Outward
* Gate passes preparation.

**Educational Qualification**

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| --- | --- | --- | --- |
| **Sr**. No. | Description  | College/University  | Passing Years  |
| 1 | High School | S.S. Inter College, Mondh  | 1999 |
| 2 | Intermediate  | S.S. Inter College, Mondh  | 2001 |
| 3 | Graduation - B.A.  | V.B.S. Purvanchal UniversityJaunpur  | 2005 |
| 4 | 1 Year Diploma In Computer Application | Kiran Computer Education | 2001 |
| 5 | 1 Year Diploma in Stores Management  | IIMM ( Indian Institute of Materials Management )  | 2015 |
| 6 | SAP IN MM MODULE | HIGH TECHNOLOGIES SOLUTION – MUMBAI | 2017 |

 **Skill IN SAP (Version ECC 6.0) MM Module**

* **Enterprise Structure**Company Code, Plant, Storage Location, purchasing Org, assign plant to company, assign purchase organization to the company code,
* **Master Data: -** Material Master, Vendor Master, Purchasing Info Record, Source List.
* **Purchasing**:- RFQ, Quotation, Price Comparison, Pricing Procedure, Purchase Requisition, Purchase order, Source Determination, Purchase Order, Scheduling Agreement, Contract, Stock Transport Order, Stock Materials, Consumable Materials, Sub-contracting, Consignment.
* **Inventory Management:** - Goods Receipt, Transfer Posting, Stock Transfer, Goods Issue, Cancellation. Return Delivery, Subsequent Adjustment and Subsequent Delivery, Physical Inventory, Reservation.

**Basic Information**

Date of Birth : 20 Jan, 1983

Religion : Hindu

Nationality : Indian

Visa Status : NILL

Language Known : English – Hindi

Marriage Status : Married

Enclosed Copies: Experience Certificate Passport, Educational Certificates, Certificate of Diploma in Computer & SAP MM certificate