**CURRICULUM - VITAE**

**Pramod**

**Email :** **pramod.384386@2freemail.com**

**Objective:**

**Seeking a managerial position in an organization where I can use my skills and knowledge and give my career the right leap.**

**Key Skills:**

**Materials Management:**

* **Handling the inventory function so as to curtail inventory holding expenses and adherence to optimum stocking system for various spares and minimize wastage.**
* **Following EOQ by taking into consideration the size of replenishment order quantity in order to avoid large storage space and lowest possible cost of acquisition and possession.**
* **Achieving an inventory control target with the help of classification of ABC & XYZ methods**.

**Stores Management:**

* **Managing the store as a profit unit by achieving the store target & handling stock & delivery. Ensuring availability of updated price list, at all times.**
* **Overseeing security & safety of stock, cash & infrastructure / all items in charge / on inventory of the respective store.**
* **Undertaking stocks analysis entailing replenishments, optimal stock keeping, return on capital employed analysis & analyzing stock cover reports**.

**Manpower Management:**

* **Providing direction, motivation & training to the field team for ensuring optimum performance for all operational related departments.**
* **Assessing the training needs of the various employees in co-ordination with the various department heads (Purchase, HR).**

**Experience:**

1. **Company**  : **Durat Al Sahil Services and Trade LLC.**

**Designation : Sr. Store Keeper.**

**Duration : From 26 June 2008 to 26 Feb.2018 ( 9 Year 8 Month )**

**Accountabilities**

* **Handling Stores management and development**
* **Coordinating with cross functional department to solve operational issues**
* **Ensures all tasks are completed on time and accurately;**
* **Maintaining high quality of work and switch job priority**
* **Ensure equipment’s are taken care of and well maintained**
* **Handled receipt, Issue and dispatch of material.**
* **Managed Quarterly inventory /stock activity maintained accuracy up to 99%**
	+ **Daily follow up with Purchase department, Client Store & Suppliers for pending material as per indents.**
	+ **Wastage control of material.**
	+ **Maintain records of material transfer as per MTO.**
	+ **Maintaining no variance with stock book, physical stock & computer stock.**
	+ **Maintaining company Forms & Formats.**
	+ **Maintaining petty cash records.**
	+ **Maintaining proper records of assets.**
	+ **Responsible for timely maintenance of plant and machineries.**
	+ **Providing daily reports to HO.**

**Educational Qualification:**

**Completed HSArt Hindi in June 1998.**

**Spoken Language:**

**Hindi, English, Arabic**

**Hobbies:**

**Classical Music & Cricket**

**Personal Information**

**Date of Birth : 21ndAugust 1979.**

**Gender : Male.**

**Marital Status : Married .**