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FALCON ID # 29362

Maintenance / Other

Residential Country : India Nationality : India
Resume Title : Material Officer Notice Period : 30 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
Mba/pgdm		0000	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Material Officer	Priserve Infrastructure Pvt Ltd	India	02/2015	/
Material Officer	Aarviencon India Private Limited	India	02/2012	01/2015
Storekeeper	Offshore Engineering Services	India	11/2010	01/2012
As Warehouse Asst	Sodexo Company Ltd	India	05/2007	10/2010

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Summary

- ? A result oriented professional with 4 years of experience in multi disciplinary areas requiring different kinds of skills.
- ? Excellent command on systems (Computer), software like Excel, Power Point, Acrobat, MS Word, Outlook along with Basic knowledge of SAP System (MM Package).
- ? Ability to handle to work independently with minimal supervision required, able to maximize output in given time frame or in lesser time.
- ? A Professional with proactive attitude, ownership taking personality, always open for trying and implementing new better/effective ways to minimizing the inputs required for maximum output, flexible, adaptable, fully operational to seize up demanding deadlines.
- ? Skilled in the area of Communication, Data Analysis, Planning & Conducting inventory management etc.
- ? Excellent Data Handling, analyzing, evaluating, data presentation skills.
- ? Excellent Communication skills, presentation and inter-personal.
- ? Skilled to handle different kinds of work environment with adaptable behavior, personality and nature.

Additional Information :

Key Responsibilities

- Maintaining Computerized Records of Material Received from Vendors, Imported as well as Indigenous & Updating the same in System with location for easy handling.
- Ensure all materials are received as per delivery challan & Quality is check as per requirement.
- Maintaining MRR Register & DMR for received material.
- Responsible for Inventory Control, Generating Reports of Inventory used & balance quantity in Stores/Warehouse.
- Responsible for material handling and maintaining the Stock records.
- Practical knowledge of the SAP System.
- Ensuring smooth flow within and with other departments.
- Coordinating with the Head Office with respect to reconciliation.
- Fully conversant with the Theory and practice of Store Officer.
- Making Requisitions, DMR, CMR, Issue Register and Checklist.
- Indenting Material And Keep A Track With Purchase Department In Procuring the Material.
- Keeping Material Stock Register Up to Date.
- Checking and Maintaining Material Inward Register.
- Preparation of Monthly Stock Closing statement.
- Maintain Records Of Oil & Lubricants, Materials, And Electricity Supply To Contractors. Making Debit Note against Debit able Materials.
- Preparing Account Ledger of Suppliers.
- Verifying supply Labour reports

IT FORTE

Operating System : Window XP, Window 98, excel.

Application : MS Office, Internet Browsing (Enterprise Resource Planning)

: BASIC KNOWLEDGE OF SAP OPERATING. (CHKECKING P.O.& GRNS.)