



CONTACT

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📍 Subhsanidhy Society Metoda Gate No. 3 Rajkot

SKILLS

- △ Purchase Request / Purchase Order
- △ Goods Receipt PO
- △ Inventory Transfer
- △ Goods Receipt And Goods issue
- △ Rejection Report
- △ Daily Scrap Register inward and outward Report
- △ Cost & Stock Control – Dead stock, excess inventory Minimum/Maximum stock level monitor
- △ All type of SAP Analysis
- △ Material Seal Delivery

INTERESTS

CRICKET
WRITING
READING

LANGUAGES

△ English △ Hindi △ Gujarati

OBJECTIVE

To Ensure Efficient Receiving, Safe Storage, Accurate Inventory Control, and Timely Issue of Materials to Support Smooth Production At Minimum Cost.

EXPERIENCE

15/11/2024
- Current **Store And Purchase Executive**
Shilpan Steelcast Pvt Ltd Rajkot

EDUCATION

2018 **10th**
SHREE VIVEKANANDA SCHOOL TALAJA BHAVNAGAR
68.14

2020 **12th**
SHREE VIVEKANANDA SCHOOL TALAJA BHAVNAGAR
68.25

2023 **BCOM**
MJ COLLEGE OF COMMERCE BHAVNAGAR
55.63

ACTIVITIES

- △ Inventory Activities : • Maintain stock records in ERP/SAP/Excel. • Monitor minimum and maximum stock levels. • Conduct daily/weekly/monthly stock verification. • Identify shortage, excess, slow-moving and obsolete stock. • Maintain material traceability
- △ Material Issue Activities : • Receive approved material requisitions. Issue materials to Melting, Moulding, Core Shop, Fettling and Maintenance. • Record quantity and department-wise consumption. • Maintain material return records.
- △ Purchase Coordination : • Inform Purchase about shortages and reorder requirements. • Follow up on pending materials. Coordinate regarding PO, delivery and material discrepancies.
- △ Documentation Maintain : • PR/PO • GRN/MRN • Material Issue Slip • Material Return Note • Stock Register • Test Certificates • Delivery Challan • Inventory Reports