

Curriculum Vitae

PARASHURAMA.S

Phone: +91-7353180661

Email Id:

Parashu292@gmail.com

Designation: (Store Incharge)
(Executive - Procurement and Stores)

Experience: 10 Years

AREAS OF EXPERTISE:

- Stock control
- Inventory management
- Process improvement
- Warehouse management

Career Objectives:

A result driven, self-motivated and resourceful logistics professional with an ability to successfully "use people skills to build solid, long-lasting business relationships with Stores/Customer, clients, vendors and coworkers."

Currently looking for a new and challenging position, one which will make best use of my existing skills and experience and also further my personal and professional development.

Technical Skills

Operating system: Windows & IOS

Package: MS- office, MS -Excel , MS - word

Retail software: AUTODEAL, ORACLE JD(9.1), TALLY ERP-9.

Academic Qualifications

S.S.L.C

Second PUC

II BA (study continue corresponding)

Work Experience

ORGANISATION: Vibgyor Roots & Rise School (CBSE). Doddanakkundi

From : June 2023

To: Till Date

Designation: Executive - Procurement and Stores

ORGANISATION: Chrysalis high School (CBSE). Kadugodi

From : July 2017

To: March 2023

Designation: Stores In charge

Curriculum Vitae

ORGANISATION: shahwar Nissan Service Centre. Jayamahal Extension		
From:March 2016	To: June 2017	Designation: Senior Stores Executive

ORGANISATION: Elite Ford India Pvt Ltd,(Service) Mahadevapura		
From:June 2013	To;Feb 2016	Designation: Stores Executive.

Job Responsibilities:

- ✧ Managing store.
- ✧ Maintaining materials inward/ outward registers.
- ✧ Checking of inventory report with physical report every month.
- ✧ Receiving material from vendor as per purchase order.
- ✧ Incoming material inspection report.

- ✧ Monthly stock statement.

- ✧ Monitoring Suppliers rejection materials/ items disposal

- ✧ Raising the discrepancy at the time of Shortage, Excess & Damage goods.
- ✧ Maintaining the ageing report for unused materials.
- ✧ Conducting audits on a regular basis in stores.
- ✧ Storage Process such as FIFO, LIFO, MBQ.

- ✧ Materials receiving details sending through a mail to the indenter.

- ✧ Counting fixed assets and checking damages/defectives, if any damages informing the purchase department for further process.

- ✧ Raising a sales receipt for uniforms and shoes and food coupons

- ✧ Inward, outward, consumption, sales receipt, Debit note, all these done through tally erp 9.1 on a daily basis.

- ✧ Handling Petty cash

- ✧ Raiding Purchase Order, Service Contract and Work Order

Curriculum Vitae

- ✎ Purchase Order Pending Report
- ✎ Negative Stock Report
- ✎ Monthly Write off sheet for Damaged materials
- ✎ Checking Contractor Attendance for HK and Security
- ✎ Checking AMC renewal with vendors.

Personal Information;

Birth date 02-01-1990

Age: 35

Address: #104, 4th cross,
New Byappanahalli, Indira nagar,
Bangalore: 560038.

Father's Name: Shivappa

Nationality: Indian

Marital Status: Married

Date;

Thanks & Regards,
(Parashurama.S)