

RESUME

BHOOPENDRA KUMAR

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Current Address: - House No 117 2nd Floor Shiv Puri Vijay Nagar Ghaziabad Uttar Pradesh Pin Code-201009.

Career Objective:

- To be in an organization where I can nurture my skills, talents, and work in a competitive environment, meet challenges, to make my service indispensable to those I work for, and I would like to rise along with the organization.

Academics Qualification:

- B.Sc. Passed (Correspondence) from SunRise University (Alwar Rajasthan) in 2013-2016.
- Intermediate (12th) Passed from Allahabad Board UP
- High School (10th) Passed from, Allahabad Board UP.

Professional Qualifications:

- ITI Diploma in diesel mechanic Dhara ITI Meerut (U.P.).

Technical skills and knowledge:

- Good knowledge in SimpRa & Citrix & ERP software.
- Basic Knowledge of MS Office, MS Outlook, Internet.

Experience Summary:

- Having more than **09 years** experience in **Warehouse and Store and Logistics.**

Current Employer :

- Presently Working in **M/s Coloreplast System Pvt Ltd** Noida as a Senior Executive since Dec 2021 to Till Date.

Store Activities:

- Verify all the incoming material according to the invoice with purchase order.
- Received **RTO** & prepared banking MIS reports.
- Preparation of GRN & invoices submitted to the accounting department.
- Daily send Pending bills report to Management.
- Monitoring of Identification of all materials stored.
- All over controls on issues of materials to production and site.
- Controlling of Self Life Items (Lot, Batch and Expiry Date).
- To maintain the records of RGP/NRGP
- Material Reconciliation on need base.
- Quarterly taking physical inventory and submitting it to management.
- Daily Basis maintains the minimum & maximum level.
- Maintain stock in ERP of all components as per physical.
- Maintain 5s, and FIFO in the store area.
- Prepare monthly MIS Report / submit to Management.

Logistics Activities:

- Good knowledge of Export/Import documentation.
- Vendor bills ERP entries & amp submissions.
- Sample courier tracking follow-ups and custom coordination.

Material Movement

- Inward & outward movement of material (loading & unloading), records, gate passes.
- Maintain stock register.
- Tracking of dispatch of material.
- Record of all dispatches (Both local & outstations)
- Maintenance of gate passes file & other documents.
- Transportation bills & follow up.
- Handling all types of dispatch.
- Dispatch material allocated as per Project Wise.
- Packing list making as per dispatched material.
- Achieve 100% delivery schedule of dispatch material.
- Coordination with production and customer.
- Coordination with suppliers for job work required material.
- Planning For Transporting & billing.
- Vehicle availability comes smoothly and timely.
- No waiting charges are given to the transporter through zero waiting vehicles.

Other Activities:

- New vendor research and development.
- Creation of Comparison Report.
- Preparation of purchase order along with details.
- Maintain records of goods ordered and received.
- Maintain strong working relationships with vendors.
- Local purchase of material as needed in an emergency.
- Follow up with vendors for timely delivery of materials.
- Nonmoving material analysis and preparation of separate reports.
- Assist in maintaining all audit records related to Store and Purchase.

Previous Employer:

- 1- **M/s Hathaway Network Pvt Ltd** Gurgaon as a Store assistant from 2015 to 2016.

Total Duration:01 years.

(Network and Cable)

- 2 – **M/S Oberthur Technologies India Pvt Ltd** Noida a Warehouse Officer from 2016 to 2019.

Total Duration: 3 years.

(Banks cards, Tech Companies IT solutions Biometrics security and identification and MNO Mobile SIM and Modules, SMD Modules manufacturing)

- 3 – **M/S Oberthur Technologies India Pvt Ltd** Noida a Team Lead from 2019 to 2021.

Total Duration: 3 years.

(Banks cards, Tech Companies IT solutions Biometrics security and identification and MNO Mobile SIM and Modules, SMD Modules manufacturing)

Trainings:

- First Aid.
- 5'S Activities
- Fire Fighting.

Main Strengths:

- Analytic ability
- Good Presentation skills.
- Ready to take on new responsibilities.
- Quick Learner and Good Interpersonal Skills.
- Good decision making.

Personal Particulars:

• Father's Name	:	Shri Ishwar Chandra
• Date of Birth	:	02 nd Oct 1987
• Sex	:	Male
• Nationality	:	Indian
• Religion	:	Hindu
• Marital Status	:	Married
• Language Known	:	Hindi & English
• Permanent Address	:	House No 125 Hari Nagar Shardha Puri Kanker Khera Meerut Cantt Uttar Pradesh Pin-code 250001

Declaration:

I hereby further declare that all statements made in this resume are true, complete, and correct to the best of my knowledge and belief.

Date

Signature

Place: **Noida**