

RESUME

AMOL TUKARAM PATIL

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Objective:-

To work in line with the objective of the organization where I can enrich and apply my knowledge, skills and experience to contribute towards the success of organization and myself.

Professional Experience:-

Fifteen years of Experience as a Store Manager in Construction Industry.

Current Employer:- SIDDHA GROUP

Designation:- Store Manager

Duration:- November 2016 to Till Date

Project:- Siddha Seabrook (G+56 Storey Residential Tower)

Key Role & Responsibilities Handled:-

- Monitoring of all material receipt & issue.
- Reconciliation of all materials used at site.
- Co-ordination with Project Head and Purchase Head
- Receiving of material, its checking and preparing MRN/GRN in ERP System
- Co-ordination with vendor/supplier for timely material delivery at site.
- Co-ordination with logistic vendor for Aluminium Shuttering & Accessories delivery at site on time.
- Training and supervising the work of other team members in store department.
- Preparing records of Daily material requirement, it's checking and maintaining the record of the same.
- Preparation of records and documents for ISO and internal quality audits.
- Preparation of monthly physical stock statement/report.
- Checking expiry date & test reports of material received at site
- Ensuring issue of material to be done FIFO basis.
- Purchase of material on petty cash basis, which required for miscellaneous work on day-to-day basis.
- To check the inventory by taking stocks on fortnightly basis.
- Maintaining all required parts/material in store for emergency period.
- Maintaining dead/minimum stock of all material required at site in store.

Previous Projects & Organizations work Experience:-

1. Orbit Corporation Ltd

Designation:- Sr Store Keeper
Duration:- September 2011 to November 2016
Project:- A) Orbit Eternia (27 & 10 storey residential building)
B) Orbit Heights (34 storey residential building)

2. Mayfair Housing Pvt Ltd

Designation:- Store Keeper
Duration:- October 2009 to September 2011
Project:- A) Silver Beach (12 storey residential building)
B) Arunodaya (12 storey residential building)
C) Pam Grove (10 storey residential building)

3. G M Bijlani Construction Pvt.Ltd

Designation:- Store Keeper
Duration:- May 2004 to September 2009
Project:- Raj Mahal (5 storey 6 no's of residential building)

Educational Qualification:-

1. **HSE** Secondary School Education under Maharashtra State in 1997 Secondary and Higher Secondary Education Maharashtra State in 2000
2. **Bachelor of Arts** specialization in Marathi from Shivaji University, Kolhapur in 2005

Software Proficiency:-

MS Office (Word, PowerPoint & Excel)
Tally 9.00 version
ERP (Far vision and In4suite)

Strengths: -

1. Team Work
2. Good leadership qualities.
3. Honest approach to seniors and colleagues.
4. Ready to handle responsibilities.
5. Punctual and self-disciplined.

Current CTC : - 4.50 lac P.A.

Expected CTC : - As per industry standard

Notice Period: - 1 month

Personal Details:-

Name:- AMOL TUKARAM PATIL

Gender:- Male

Marital Status:: Married

Date of Birth:- 08 May 1981

Nationality:- Indian

Languages:- Marathi, Hindi, English

Hobbies/Interest:- Travelling, Playing chess & cricket

Address:- Flat No-104, B Wing, Building No-2,
Gokul Complex, Old Pune Highway,
Ajivali Village, Panvel, Navi Mumbai-400221

Contact No:- 9773241724 & 8169175038

Date: / / 2020

Place: Navi Mumbai

(AMOL T.PATIL)