

Dharmender Singh

E-mail: dv657@gmail.com

Mobile -: 9466624029.

Seeking assignments in Raw Material Procurement, PPC & Stores in a growth-oriented organization of repute.

Professional Snapshot

- Over **19 years of experience** in Raw Material Procurement (Purchase) & Stores, Inventory Control in the Automobile industries
- Extensive experience in handling the entire operations & Stores encompassing Receipt Store, Main Store.

Core Competencies

Materials Management

- Managing the Inventory levels & avoiding stock outs.
- Streamlining the system and procedures for effective inventory control for ensuring the ready availability of materials to meet the production targets.

Stores Management

- Overseeing the store management and maintaining reduced inventory levels.
- Timely issuance of material to Production lines
- Maintaining the stock of material without any variance by conducting perpetual inventory, stock verification, and documentation.

Functional areas:

- Functioning as Team Leader of **Store/PPC**
- **Managing and leading a team of 20 sub-ordinates.** Oversteering following activities.
- Handling of Store / PPC & Procurement of export Parts & General goods independently.
- Monitoring of Monthly production plan for export parts inventory,
- Scheduling of Daily Requirements per Monthly Requirements of export.
- Receiving of material from vendors
- Material Follow up.
- Responsible for Reconciliation of Job Work Material.
- Differentiation between slow moving and fast moving material.
- Inventory control fast-moving min & maximum level & safety stock
- Monitor Rejection storage in the rejection area & time to time returned back to the vendor through the rejection store.
- 5s activities for easy movement of material
- Responsible and accountable of total functions related to the stores (Receipt, Issues, and Storage).
- Ensure perpetual physical verification of stock and annual stock verification and reconciliation of raw material,
- Daily MIS-Report Update top management about the departmental activities.

Career Highlights

1: Worked with **Honda Motorcycle & Scooter India Pvt. Ltd, Manesar** as **Store Keeper** From Dec 2004 to Jan 2021.

2: Worked with **M/s Jai Maruti Coating Private Ltd, Manesar** as **dispatch head** from March 2021 to till now.

Achievements

- Implemented a system for storing imported material and properly identifying the material.
- Implemented the identification system for racks, shelves & rows in stores.
- Implemented a system of computer-generated labels for bins instead of handwritten ones for clear visibility.
- Implemented Standard packing procedure.
- Implemented fixed location of all items.

Team management

- Leading, training & monitoring the performance of team members to ensure efficiency in operations and meeting of individual & group targets.
- Creating and sustaining a dynamic environment that fosters development opportunities & motivates high performance in team members.

Self-Appraisal

- Fast learner & Good motivator.
- Ability to manage teams effectively with diverse groups of people.
- Ability to handle & overcome the stress.
- Self-motivated and ready to grasp new things.
- Positive and optimistic in nature.

Academic Credentials

- B.com from B.R Ambedkar University, In 2014.
- **Computer from Aptech Computer Education in 2003.**

IT Skills

- Well-versed with office Automation & Internet applications, MS OFFICE,

Personal Details

Father Name:	Sh. Shivraj Singh
Date of Birth	: 07 August 1983
Marital Status	: Married
Address	: Sector 81 Gurgaon.
Nationality	: Indian
Language Known	: Hindi, English
Hobbies	: Listening to Music, Books Reading

I HOPE MY RESUME WILL MEET WITH ALL YOUR REQUIREMENTS; THEREFORE, IT IS MY SINCERE REQUEST TO YOU TO GIVE ME A CHANCE TO SERVE IN YOUR ORGANIZATION.

Place:-

Date:-

Dharmender Singh