

AMIT GARG



PROFESSIONAL SYNOPSIS:

- A results oriented professional with 4 plus years' experience in Materials, Store & Vendor Development.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.

KEY SKILL:

For Vendor Development

- Development of new vendors.
- Conducting Meetings of vendors to explain them about company's Policy, requirements.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.

For Stores Management

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the store dept.
- Regularizing material receipts and ensuring the fluidity of stocks from stores.

ACHIEVEMENTS:

WORK EXPERIENCE:

Now I am working in hotel prince viraj (Jabalpur Madhya Pradesh)

(From 28/11/2019 to till date)

DESIGNATION:- purchase & store executive (HOD)

1. Sayaji Hotel Ltd Rajkot Gujarat (From 05th June 2019 to 06/11/2019)

DESIGNATION: - Material Executive

– Maintaining Store with GRN, Issue and generate the Purchase Order

Job Responsibilities:

- Identify & develop new vendors & raw material sources.

- Maintain the Inventory at minimum level.
- Generate GRN through on line system. Generate the Purchase order through on line system.
- Issue the material to all departments through online system.
- Use of Software for daily transactions.
- Maintain the Store Records.
- Controlling of Inventory.
- Cost effectiveness try to control the over heads.
- Inventory control, Store, Cost Management.

2.Sayaji Hotels Ltd- BHOPAL (4 year)

Designation: - Sr. Store Associate

Job Responsibilities

- Received material according to purchase order
- Check expire of material on receiving
- Check quantity according purchase order & bill
- Generate GRN of perishable items
- Issue Materials Throat Indent

3.Sayaji Hotels Ltd – BHOPAL (5 MONTH)

Designation: - Store Associate

Job Responsibilities

- Maintains tools calibration & service.
- Maintain record of tool inventory.
- Staking all material in racks & designated places with Bin card.

ACADEMIC QUALIFICATION:

- **10th Pass from MP Board.**
- **12th Pass from MP Board.**
- **B.A. from APS University**
- **PGDCA From MC University**

TECHNICAL KNOWLEDGE –

- Accesses Internet, MS office.
- Software Knowledge –IDS Software,

PERSONAL DETAILS:

Name : AMIT GARG

Father name : Mr. SANJAY GARG

Date of Birth : 06 MARCH 1992

Languages : Hindi, English.

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Regards,

AMIT GARG