

CURRICULUM VITATE

BALRAJ

Mb: 7065715390 , 8700219625
Email:balraj7065715390@gmail.com

Village – LOHAT THE- BADLI

**DISTT. JHAJJAR (HARYANA) Pin-
124105**

Current Employer:- Working in SFS Global Ltd. As a Store Supervisor From Aug. 2023 to till date

At Tata Consumer Product Limited Sampla Rohtak Haryana.

Experience:- 3.7 year in Relaxo Footwear Limited., Bahadurgarh (HR) (as A store Executive) engaged in the manufacturing of Footwear Products. from OCT.-2019 to July 2023.

Responsibilities Area:-

- General supervision of Store working in shift wise.8 Manpower handling in store.
- Responsible for all stock to be match with SAP and physical.
- RGP & NRGPs prepare as per requirement.
- Maintain FIFO during issuance to shop floor.
- New kaizens & improvements project for store Dept.
- Rejection status & scrap Disposal plan with Dep't. HOD.
- Store objective/Goals status & review with store team every month.
- Create the Purchase Order & Purchase Requisition.
- Review of shortages, concerns & pending issue status.
- Material issue to production lines as per FIFO system.
- Preparation of GRN (MIGO) (goods receipt note) for all items (Capital goods, Raw Materials, job works materials).
- Material issued to fabricator system & physically.
- Generate delivery challan & E-way bill for job work.
- Implementation of Quality System & 5"S" activities across the plant.

Audit, Training & Maintenance Area:

- Kaizen, 5-S, Safety
- Visitor & Improvement Audit
- Store Function & Stock Valuation
- Yearly/Half Yearly closing

Classification: **Internal**

- DWM (Daily Work Management)
- Suggestion & Vendor Development
- Maintaining The FIFO System

Academic Qualification:

- PASSED BBA From Mangalam School of Management & technology Delhi (2019)
- Six Month Diploma in Computer Application from PMKVY NAJAFGARH Delhi

Computer Literacy:

- Presently Working With SAP in S/4 HANA.
- Operating Systems: Windows 7 & 8 & 10
- Software: Microsoft OFFICE – 2007/2010 & MS Outlook.
- Internet Skills : Accessing Internet / Downloading / E-mail

Language Known:

- English, Hindi

Personal Details:

Father's Name	:	RANDHIR
Date of Birth	:	18.08.1997
Marital Status	:	Married
Salary Expected	:	Negotiable

Date:-

Place: (BALRAJ)

Classification: Internal