CURRICULUM VITAE

BHUBANESWAR ROUT S/O- UTTAM KUMAR ROUT

MOB-9777979143 AT/PO- SHAKUNTALAPUR

P.S- BADACHANA

DIST- JAJPUR

ODISHA PIN-754296

EMAIL- bhbaneswar.rout@gmail.com

OBJECT: To understand the aspects and excel in it. I believe myself to be a diligent, sincere, hardworking, ambitious, creative and social person. I believe up-liftmen of the ethics of any profession.

**KEY RESOURCE AREA**:

* **Quick Learner**
* **Believer in Group work**

RESPONSIBILITY: Adding value to my organisation and myself through my work and dedication

**EDUCATIONAL QUALIFICATION**

* Secondary Examination from Board of Secondary Education, Odisha (BSE) in the Year 2004 from Shakuntalapur high School.
* Higher Secondary Examination from Council of Higher Secondary Education (CHSE) in the Year 2006 from M.H.D College Chhatia.

**PROFESSIONAL QUALIFICATION**

* BCA in Utkal University from Mindmart Institute of Management and Technology Bhubaneswar, Odisha in the year of 2006-2009 securing 65% marks.
* MCA in Punjab Technical University from SAMIT, Bhubaneswar, Odisha in the year of 2009-2011 securing 70% marks

KNOWLEDGE AND SKILL ACQUIRED IN SOFTWARE TECHNOLOGY

Programming Languages ++C, C:

Database : SQL

Operating Systems : Windows 98/2000/XP, Windows 7 & Windows10.

Mark-up & Scripting : HTML & DHTML

Package : MS-OFFICE, ERP, FARVISION

**PROFESSIONAL TRAINING**

2Months training in ERP under Affix microsystem, Ghatikia, Khandagiri, Bhubaneswar, Odisha

**ORGANIZATION WORK EXPERIENCE: -**

16th Aug 2021 to 20th Sept 2022 In ISC Projects private limited as a Sr Executive-Stores at Gwalior site, M.P under NCR (EARTHWORKS AND BRIDGES).

21th Sept 2022 to Till Now In ISC Projects private limited as a Sr Executive-Stores at Shivpur site, Jharkhand

(IRCON-SHIVPUR 5Nos ROB AND 5NOS MAJOR BRIDGE)

**Job Responsibility:**

* . Providing timely information to the management relating to stock of material, material requirement, excess or shortfall of the inventory.
* Maintained material received and issue in ERP.
* GRN & GIN entry in ERP and Tally
* Maintaining all major materials ledger i.e. Steel, Cement, Sand. Aggregate, Diesel, Spare parts and also consumable goods.
* Monthly reconciliation report of major material, Inventory control report preparation.
* Implementation of FIFO procedure to store & issue the materials.
* Maintaining report and physical verification of bulk material etc.
* Maintaining all type of records i.e. Stock inward, Stock outward.

**Past Work Experience:**

20th Oct 2017 to15th Aug 2021 with Tata Projects Limited as a Store Keeper at Malkangiri, Odisha under RGGVY Project 12th Plan (Client-PGCIL).

**Job Responsibility:**

* Receipt of materials as per challan against PO from Supplier / Client & other Projects, Safely & timely unloading at store yard and proper stacking, Preservation and securing thAe same as per Norms.
* Quick retrieval & issue of materials in right quantity to the authorised personnel only against approved MRIV.
* All materials, spare parts, consumable goods & office Stationery etc. issue through MRIV & maintaining computerised inventory.
* Generating & Printing: - MIR, daily stock report, daily issue reports etc. through Computer
* Pleasant looking systematic storage area with clear identification of materials and location capturing in the system.
* Error free accounting of the receipts of all materials.
* Conducting physical verification of the stocks at the end of the month with 100% involvement of Planning/Accounts Dept.
* Review of Scrap stock every month & intimate to Management.
* Monitoring of Returnable materials issued to Sub contractors and periodic reconciliation.
* Transfer of Usable Materials to other sites before demobilisation.
* Maintain & update of all physical registers timely.
* Daily meeting with store staff for proper housekeeping work/ issue of materials with proper way/ maintain safety rules as per norms.
* Reserving of identified Materials of Bolt Nuts, Fittings, Insulator and etc. for specific location and keep aside to avoid last minute rush during completion of project.
* Ensure the inventory control in place by doing periodic stock taking and perpetual inventory. Periodic analysis of extra material consumed and reason thereof. With the support of logistics ensure the material sent to subcontractors are reconciled and matched with the system stock.
* Take care of audit requirements, coordinate with other departments such as planning, procurement, Accounts and safety to facilitate business operation and cost calculator.

**Past Work Experience:**

3rd Jan 2012 to 16 Mar 2017 with Technocrat Enterprisers at Jagatpur, Cuttack, Odisha as an Executive.

**Job Responsibility:**

* Oversee maintenance and operation of computer hardware systems.
* Run computer tasks.
* Maintain log books or records for job runs.
* Monitor system remotely.
* Load files onto storage media.
* Help new employees get their computer running.
* **MAN MANAGEMENT**
* Developing, motivating & mentoring cross-functional teams by setting higher expectations and initiating individual member accountability.
* Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and managing permanent labour.

**PERSONAL TRAITS**

* Self motivated with a positive attitude.
* The ability to work in a team.
* Adaptable to the changes in my surroundings.
* I take initiative to improve things and convince others to join me.

**PERSONAL DETAILS**

Fathers Name : Uttam Kumar Rout

Contact Address : At/Po- Shakuntalapur, Via: Sunguda, P.S: Badachana

Dist-Jajpur, State-Odisha, Pin-754296

Permanent Address : At/Po- Shakuntalapur, Via: Sunguda, P.S: Badachana

Dist-Jajpur, State-Odisha, Pin-754296

Date Of Birth :05.07.1988

Marital Status : Married

Nationality : Indian

I hereby declare that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organisation.

Date

Place **Bhubaneswar Rout**