**Ravi Shankar Mishra**

**Mobile:** +91-8516805426

**E-mail:** [ravi.mishra687@gmail.com](mailto:ravi.mishra687@gmail.com)

**CAREER Objective**

To Achieve position in a professional organization where I can enhance my skills & strengths in conjunction with the company’s goal & objective. To get small contribution growth of company and myself.

**CAREER HIGHLIGHTS**

**Since 14th sep-2016 with Allwin decor Pvt. Ltd. As Asst Manager-Stores & Dispatch in Bhadurgadh HR**

* **Company Name : Allwin decor Pvt. Ltd. Bhadurgadh HR**
* **Designation : Warehouse Assistant**
* **Duration :** : **Since sep, 2016**

**Job Responsibilities:**

Repare and update stock sheet

Maintain minimum & maximum stock level

Maintain stock in SAP of all components as per physical

Management of Stock transfer to other units

Ensure FIFO system

* Checking Material Inward & Outward with quality & quantity
* Maintaining record of Material Inward & Outward
* Issue Material & items to Production & other departments as per request
* Periodically Stock Checking
* Maintain min. & max. stock level with item wise
* Maintain & send MIS Report to plant head & management on daily, weekly & monthly basis
* Maintaining Others report like consumption report, returnable & non returnable report of all department with indent wise on daily & weekly basis
* Handling team of 5 person & labours
* Row and other material loading unloading planning
* Making formal purchase order and sharing it as and when required
* Follow up for the latest purchase order

**CAREER HIGHLIGHTS**

**Since 10th April-2014 with Aludecor Lamination Pvt. Ltd. As Asst Manager-Stores in Haridwar**

* **Company Name : Aludecor Lamination Pvt. Ltd. (HMB Group)**
* **Designation : Asst. Manager- Stores**
* **Duration :** **Since April, 2014**

**Job Responsibilities:**

* Checking Material Inward & Outward with quality & quantity
* Maintaining record of Material Inward & Outward
* Issue Material & items to Production & other departments as per request
* Periodically Stock Checking
* Maintain min. & max. stock level with item wise
* Maintain & send MIS Report to plant head & management on daily, weekly & monthly basis
* Maintaining Others report like consumption report, returnable & non returnable report of all department with indent wise on daily & weekly basis
* Handling team of 5 person & labours
* Row and other material loading unloading planning
* Making formal purchase order and sharing it as and when required
* Follow up for the latest purchase order

**Since Jan’11 to March’14 with GSM Bajaj Pvt. Ltd. (Bajaj Authorized Distributor) As Asst. warehouse Manager- Spare parts in Delhi**

**ACADEMIC CREDENTIAL**

**2002**  **Bachelor of Science** from Jiwaji University Gwalior (M.P.)

**1999**  **12th**from ( M.P.) Board Bhopal.

**1997**  **10th** from ( U.P.) Board Allahabad.

**Computer Skill**

Operating System : Windows

Application Package : Ms-Office , tally ,erp

Web Tech : Internet

**Personality Trait**

* Always accept challenges.
* Courageous & Helping nature.
* Always respect others.
* Never sit idle
* Independently & effectively handle the problems

**PERSONAL DETAILS**

**Date of Birth** : 10 January 1983

**Nationality** : Indian

**Marital Status** :Married

**Languages known** : English & Hindi

**Father’s Name** : Mr.C.B. Mishra

**Contact no.** : +91-8516805426

**Address**  : Delhi

**Declaration:**

I hereby declare that the above information furnished by me is true to the best of my knowledge.

**Date:**

**Place:** (**Ravi Mishra)**