**SANJAY VIRJIBHAI NAKUM**

Plot no-37, Street no-2,Sardarnagar-2,

Opp: Chamunda Pan,Haria College main road

Near Sandhiya Pool,  
 Gokulnagar area

Jamnagar 361 004.

**Career Objective:-**

To be obtained a challenging and rewarding awarding career that offers the opportunity to utilize my commercial field work skills with broad experience in store, computer system operating, admin & Commercial field

**Key Skill:-**

Stores, Supply Chain and Purchase and Materials, procurement, sourcing, material management, inventory, logistics, vendor development, inventory management, order management,

**Work Experience (Consolidated):- 12Years**

* Presently working with **KLIFF INDUSTRIAL SERVICES PVT. LTD.**

Period: - 1st August 2015 to Till Date

## Designation: - Store Officer

* Company Name **:**  **CONTRACT RESOURCES PETROCHEM SERVICES (INDIA) PVT.LTD.,**

Experience **:** 1 Years & 2 months (03/02/2014 to 10/04/2015)

Designation **:** Store In charge

* Company Name **:** **Adecco Flexible Services Pvt. Ltd.,(EBTSL ESSAR)**

Experience **:** 2 Years & 2 months (01/11/2011 to 01/02/2014)

Designation **:** Sr. Store Assistant

* Company Name **:** **Prumatech Services Pvt. Ltd.( ISO:9001-2000)(RIL & Essar)**

## Experience : 3 Years & 8 months (01/02/2008 to 31/10/2011)

## Designation : Store & Purchase Executive

* Company Name **:** **Shree Siddhi Vinayak Consultancy(Reliance Industries Ltd.,)**

Experience **:** 1 Years & 6 months (14/07/2006 to 31/01/2008)

Designation **:** Data Entry Operator (DEO) & Store Assistant

**Academic Background:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **Board** | **Division** | **Class** | **Year** |
| **SSC** | **GSEB** | **2nd** | **48%** | **March-2000** |
| **HSC** | **GSHEB** | **1st** | **62%** | **March-2002** |
| **ITI** | **D.E.T.G** | **1st** | **62%** | **April-2003** |
| **B.Com** | **Saurashtra Uni.** | **2nd** | **54%** | **April-2005** |
| **DSM** | **IIMM** | **1st** | **62%** | **June-2008** |

**Preview of Work:-**

* Catalyst, Hydrojeting, Construction, Operational/Shutdown & all type of Materials Issue &

Receipt of all over the site in India.

* Knowledge of all kind of Paints, Plate, Structural and Fitting Material And General Store

Related Items

* Purchases all type require materials as per different vendor quotation.
* Yard handling for manpower and equipment maintenance like Hydrojetting & GWS Vaccums

Volvo,Scania,UT,Kamat, Presurjet and all equipment repairing/maintenance done.

* Calibration of all type lifting shifting & measuring tools as per ISO Rules & ISO

Documentation & maintain ISO System.

* To maintain the total instrument at various site according to IS Standard.
* Material management and co-ordination with the procurement & Engineers.
* To ensure timely dispatch and Delivery of materials.
* Handling of internal and external vendor.
* Material codification, verification, issuing, receiving, inventory maintaining etc.,
* Preparation of Weekly & Monthly progress reports.
* Inward & Outward Maintain as per Data Entry.
* Manpower deployment and loading and unloading
* Safety and ISO maintain as per Company Standard.
* Preparation of GIS (Goods Inward System) report.
* Preparation of MRR (Material Receipt Record).
* Dispatch of outgoing Construction Material to other Group Companies of Reliance

Physical Inventory verification.

* Logistic arrangements for supply / dispatches of material to site.
* Discuss important matters of mutual concern with other departments as well as attend

Project meeting & Safety meeting.

* Reconciliation of vendors / contractors record.
* Management of Man Power & Equipments
* Inward & Outward Register Maintain & Data Entry
* Maintain Vehicles Record- Crane, Hydra, Fork Lift, Truck etc.

**Computer Proficiency:-**

* Well versed with “**Window 98 / 2000 / XP**”
* CCC completed from National Institute of Computer Training
* Accounting System(Tally) from I.T.I Jamnagar

**Personal Profile:-**

* Date of Birth **:** 02/08/1985
* Marital Status **:** Married
* Gender **:** Male
* Phone No. (M) **:** 9714233576/8160685305
* E-mail ID  **:** [sanjay\_vn@yahoo.co.in](mailto:sanjay_vn@yahoo.co.in)
* Passport **:** J-4540818

**Declaration:-**

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

**Place: JAMNAGAR SANJAY V.NAKUM**

### Date: