

RESUME

NIRAJ GARG

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OBJECTIVE

To be associated with a firm where I can perform and maximize my work experience, education and abilities that I have acquired and to render all of the required services in a productive and professional manner.

“AIM IS NOT TO BE THE BIGGEST BUT TO KNOWLEDGE AS THE BEST”

QUALIFICATION

High School from CBSE Board in 2011 with 8.2 CGPA.
Senior Secondary From CBSE Board in 2013 with 79.8 %,
B.Com From Maharaja Sayajirao University (VADODARA) in 2016 with 72.6 %
M.Com From Maharaja Sayajirao University (VADODARA) in 2018 with 56.94 %

WORK EXPERIENCE:

Presently, working in “ Hero Motocorp Ltd “ From April 2016 to Till Date as
“*Warehouse Operations Associate.in Vadodara Plant (4.5 Years)*”

COMPANY PROFILE

HeroMotocorpLtd.,formerly **HeroHonda**, is an Indian **motorcycle** and **scooter** manufacturer based in **New Delhi, India**. The company is the largest two-wheeler manufacturer in the world, and also in India, where it has a market share of about 46% in the two-wheeler category. The 2006 Forbes list of the 200 World's Most Respected Companies has Hero Honda Motors ranked at #108

JOB PROFILE

- Worked in, **MS Office and SAP**.
- Over all control & maintain of all Store functions like receipt, Issuance , Internal / External Movement of material from stores.
- Adept at handling day to day activities / functions in co_ ordination with internal and external departments for smooth operations.
- Tracking and maintaining inventory levels in stores for all the required items.
- Daily Report of critical Items
- Monthly Report of Excess stock.
- Follow up with purchase Dept. fir critical items.
- Inventory control on the basis of monthly requirement & Production schedule.
- Consumption statement of all Cost Centers.
- STOCK RECONCILIATION Purchase V/s Production.
- STOCK VALUATION of Store Stock & W.I.P.
- ABC,Analysis.

- Operating computer responsible for all activities with regard to the stores department.
- MINIMUM & MAXIMUM level of inventory.
- Monthly inventory and verification.
- WIP statement on daily, weekly and monthly basis.
- Reconciliation of out side processing material.
- Maintain all General reports on Computer.
- Disposal of rejection
- Applying 5S & Kaizen, FIFO.
- All Bills Submit to Account Department,
- Making R.G.P. & N.R.G.P.

CURRICULAR ACTIVITIES-

Part Of Plant Sports CFT

COMPUTER KNOWLEDGE

MS Office Tools (Excel,Word,Power Point)
Internet,
ASAP

STRENGTH

Quick grasping ability
Adjusting to condition
Passionate to work.
To lead the team & Team work.

PERSONAL DETAILS

Father's Name	:	Sh. S.B Garg
Date of Birth	:	02.01.1996
Martial Statu	:	Un-Married
Nationality	:	Indian.

ABOUT MYSELF:

At the start of my carrier I was more concerned towards studies but learned a lot from the manufacturing roles & today my strengths are good man management skills, teamwork & professionally managing the resources for the common organization goals. My commitment to the task helps me to delivery the best I can.