**RUPENDRA KUMAR DEWANGAN**

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**Seeking Assignment in Supply Chain Management, Vendor Management Handing Government regulations related to Industry & Office Administration**

***CAREER OBJECTIVE.***

*Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me in utilizing my potential willing to work as a key player in challenging & career environment and set example for other.*

***ACADEMIC PROFILE***

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| --- | --- | --- | --- | --- |
| ***Degree / Exam*** | ***University*** | ***Year*** | ***Percentage*** |  |
|  |  |  |  |  |
| *B.Sc.* | *Pt. Ravishankar University* |  | *second* |  |
| *Raipur* | *2011* |  |
|  |  |  |
|  |  |  |  |  |
| *Sr. Secondary* | *C.G Board* | *2008* | *second* |  |
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|  |  |  |  |  |
| *Secondary* | *C.G Board* | *2006* | *second* |  |
|  |  |
|  |  |  |  |  |

**Supply Chain Management & Logistic.**

* Keeping track of product movement from Manufacturing Plant to Depot & Depot to Dealer warehouse.
* Generation of Online Road permit and GST documentation for Stock movement.
* Works with plant, warehouse, and logistics departments to determine and set up intercompany transfers.
* Works with freight forwards and transportation companies to set best route and rate (reviews and approves all freight terms and agreements).
* Plans, manages, and coordinates all activities related to the sourcing and procurement of necessary materials and supplies needed to meet the changing levels of product demand.
* Keeping record of Dispatches and Sales returns for Internal and External Stock Audits.
* Maintaining stock norms, Safety norms of Warehouse.
* Training of New Joined in Warehouse and Supply chain.
* Sharing MIS of SKU wise depot stock to Sales team

**Office Administration**

* Keeping record of Office Assets.
* Managing the monthly office Expenses for Security, Electricity, Cleaning and Petty expenses.
* Managing maintenance of Office assets like Computer, AC, Cooler and Furniture.

***WORK EXPERIENCE***

***LARSEN & TOUBRO LTD.***

* Following up for invoicing of material with stipulated time
* Follows up with customers to make sure that they are satisfied with a particular product
* Answers phone calls from customers and deals with problems as they arise.
* Acknowledges customers by responding to emails, texts, and phone calls
* Updates all contact information for clients
* Deals with any customer complaints and resolves the issue as necessary
* Does any necessary administrative work including filing reports or presenting sales team with necessary documents
* Provides any necessary data or reports to the sales team
* Exerts attention to detail, as customers may have the same problems; reports the problems as necessary
* Plant allocation
* Account reconciliation, Outstanding follow-up
* Sale Return if Required
* Awarding of scheme to all CPS time to time bases
* Updating CPs regarding their invoicing statement, outstanding on starting of the month
* Keeping tracking of Sp material
* Coordination between store and logistic
* Create Fresh vender code
* Resolution any kind of issue with material in transit
* Shortage material /Damage material /wrong dispatch cases
* Follow-up for pending C-form status.

***OTHER EXPERIENCES***

1. ***RALLIS INDIA LIMITED-***
* Responsible for ensuring proper computerization and documentation of Good Receipt Note (GRN), Daily receipts of materials register, Daily issues of materials register, Daily Stock Report

 Monthly physical stock report, Stock ledger, Discrepancy Report, Inspection Report

* Receiving of various materials and verification of materials received with reference to Delivery Challahs (DC s) and Purchase Order (POs) Preparation of 'Good Receipt Note' (GRN) on daily basis for all direct factory and indirect material stock transfer depot to depot received and circulating the copy of information to H.O.
* Preparation of Good Inspection Report and offering material received for inspection to Zonal office.
* Ensures updating of daily transactions in system.
* Stock preparation: - Monthly/quarterly/half yearly and yearly basis.
* Supervision of storing and stocking of all materials related to Division.
* Monitoring and Controlling of Inward and Outward materials
* Issuing of materials from all stocks to Party’s on party purchase order duly invoiced by company norms.
* Following First in First out (FIFO) methods of issuing in case of material that have self-life constraints to avoid expires and change of properties.
* Planning of layout of storeroom so that materials are easily identified and accessible
* Using Bin cards tagged with respective items to avoid stock-outs and to have better control over the store inventory.
* Also experience for all Govt departments works i.e., Sales Tax, Principal certificate, DDA office etc.
1. **DABUR INDIA LIMITED**
* Responsible for ensuring proper computerization and documentation of Good Receipt Note (GRN), Daily receipts of materials register, Daily issues of materials register, Daily Stock Report
* Daily basis data backup and update in dispatch register.
* Managing the efficient receipt storage and dispatch of a wide range goods from warehouse.
* Maximum space usage within the warehouse
* Looking after the transportation of goods into and out of the warehouse.
* Implement specific customer packaging requirements
* Shipment loading and transferring
* Working with supervision to improve staff performance.
* Setting aside storage areas for new stock.
* Keep unauthorized persons out of the warehouse.
* Developing and implementing SOPs for the warehouse.
* Facilitation effective communication within the team and across the site.
* Being on call for any emergencies.
* Planning future warehouse capacity requirement.
* Maintained accurate staff attendance record.
* Complying with all health safety and environmental standards.
* Ensure product are stocked correctly and safely.

***TECHNICAL SKILLS***

* Knowledge of Good computer Skill like Software related fields.
* Delivering excellent customer service to clients who visit the C&F.
* Physically fit and able to do all work.
* Ability to follow processes and procedure accurately.
* Experience of MS Office, ERP, SAP.
* Strong problem-solving skills.
* A comprehensive understanding of safety procedures

***CULTURER ACTIVITY***

* *Art of exhibition Aarohan 2011*
* Quiz Unnayan 2006

***PERSONAL DETAIL***

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| --- | --- |
| *Name* | *Rupendra Kumar Dewangan* |
| *Date of Birth* | *09.01.1991* |
| *Sex* | *Male* |
| *Father Name* | *Late. Shree Gungeswar Prasad Dewangan* |
| *Mother Name* | *Shree Ganeshiya Bai Dewangan* |
| *Language Known* | *Hindi, English, and Local Language (C.G)* |
|  |  |
| *Hobbies* | *Cricket, Chess* |
|  |  |
| *Status* | *Married* |
| *Nationality* | *Indian* |

***DECLARATION***

*I hereby declare that all the furnish above are true and correct to the best of my knowledge and belief and there is no miss –statement or without concealment of facts.*

*Date…* *You’re Faithful*

Place: Raipur Rupendra Kumar