

RESUME

AMIT KUMAR RAWANI
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Summary:-

An experience of 8.3 years in Project execution till Supply chain processes. Evaluate new supplier, inventory control, and relationship building with clients, logistics management, developing and implementing process & quality control initiatives. Flexible, enthusiastic, adaptive and team player.

KEY SKILLS: -

Stakeholders Management

SAP MM and FICO End User

Work order, Purchase requisition

Supply chain and Vendor Management

MIS & Documentation & Presentation

Material Dispatch & DI Reconciliation

EXPERIENCE: -

1) Supply Chain Executive (Material Expeditor), Bajaj Electricals Ltd., Kolkata (June'17 to 5th Aug 2021).

- In this role, I will be responsible for below mention details:
- Upkeep the record of the Material in respect of material received /issued and balance.
- Arrange for unloading and stacking of the Material, Packing of Tower Grid and Mast related Material.
- Ensure that all finished goods received are processed in accordance with approved policies and procedures.
- Ensure that handling of finished goods is such so as to prevent damage and that all items are labelled and stored in accordance with specific storage conditions in compliance with Company policies.
- Inspect all material received in the stores and arrange for the preparation of Goods Received Note (GRN) within 24 hours of the receipt of the goods.
- Ensure preparation of Goods Received Information and Inspection for all items of technical nature for their quality report from the respective indenter.
- Review the stock position of all the off-shelve items on regular basis and prepare Purchase Requisitions (PR s) for items whose stock is at Re-Order Level.
- Supervise all activities of supply chain sections.
- Ensure preparation of daily movement report of raw material and dispatch material.
- Ensure preparation of monthly material, packing material and spare parts stocks reports for physical stock checking.
- Ensure preparation of monthly material stock movement report.
- Ensure the finished goods loaded carefully on the trucks and to prepare relevant documents. Ensure handing over of the documents and finished goods to the trucker/customer/customer's representative after receiving acknowledgement from them.
- Ensure keeping the dispatch hall clean and ensure proper stacking of finished products.

2) Mast Execution Engineer (Material Coordinator), Reliance JIO, Kolkata (May'13 to June'17)

- Prepare of MRN, MIN, BTN, PR Request and Frame work order against Purchase Order in SAP. Handling Purchase Order and Contract Order. Work order closure activity.
- Compliance of Terms of Purchase Order/ Statutory norms/ Taxation
- Co-ordination with various agencies for timely process of Bills (Project Manager/ Vendor/Consultants/ Accounts/IM Section)
- Reconciliation and Vendor meets to resolve any pending issue.
- Facilitating and supporting documents needs with Audit (Internal/ Assurance/External)
- Coordination with Consultant & Project Manger regarding Works and inspection. Dealing with Subcontractors.
- Preparing Daily Progress Reports.
- Tower Site Survey and construction of Tower.
- Work with existing vendors and manage relationships / contracts.
- Maintaining MIS in Excel.
- Resolving Material & payment issues.
- Reconciliation of materials. Generating Cost Provision Report.
- Calculation of total contract items quantity, Quantity Estimation, Preparation of Variation Statement, Work orders.

TRAINING:-

1. 2 weeks certificate course for graduate engineer for planning & designing cold chain infrastructure form NATIONAL HORTICULTURE BOARD, NEW DELHI.
1. Vocational training 15 days from "SHRI NAKODA ISPAT" Raipur.
2. Vocational training 30 days successfully completed training at IDTR, Jamshedpur.

EDUCATION AND TRAINING: -

1. 10th: J.S.E.B., Ranchi: 2002: 48%
2. 12th: J.A.C., Ranchi: 2004: Science: 55%
3. B.E.(Mechanical Engg. Hons.):Patel College of Science & Tech. Bhopal: 2009: 78%

COMPUTER SKILLS

1. Computer Proficiency-Excel/word/power point
2. Engineering software: Pro-E (wildfire)
3. SAP MM and FICO (End User)

NOTICE PERIOD

1. Immediately

Regards

Amit Kr Rawani

