

PARDEEP CHOPRA

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Jalandhar, Punjab. (India) PIN Code 144004

DOB: 29 July 1985

CURRENT JOB SCENARIO

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|--------------|----------------------|
| • Department | Stores & Purchase |
| • Position | Manager Stores (HOD) |
| • Job Type | Full Time |
| • Salary | 8.23 Lakh PA |

WORKING EXPERIENCE

Total Exp. 19 Years

MANAGER STORES

Shreyans Industries Limited, Rupnagar, Punjab, Aug 2023 – Till Date

Responsibilities:

1. Monitoring of day to day activities.
2. Scrap removal from plant through sale.
3. Minmax planning and execution.
4. Daily & Monthly MIS reports.
5. Invoices passing to accounts.
6. Monitoring of pending RGP receivables.
7. Managing all inbound and outbound activities of materials other than raw materials and finished goods.

MANAGER FULFILMENT

Gardex India Pvt Ltd, Jalandhar, Punjab, June 2022 – July 2023.

Responsibilities:

1. To keep track of orders received from the customers.
2. To procure items related to the production and maintenance items through production order and MINMAX.
3. To follow up with the purchase deptt and the vendors for timely availability of the materials.
4. To ensure 5s in all the stores.
5. Timely clearance of invoices from accounts followed by approved purchase orders and quality clearance.
6. Reconciliation of items sent and received for job-work.
7. Follow up with vendors for pending to receive job-work items and with production department for pending to send for job-work items.
8. Monthly reports related to consumption, production and GIC (Goods issue challan).
9. Removal of scrap on regular basis.

MANAGER STORES.

Ladhar Paper Mills, Jalandhar, Punjab, March 2016 – May 2022

Responsibilities:

1. Ensure smooth operations of daily store activities (Receipt, Issue, Quality check, and Job work)
2. Purchase planning through minimax.
3. Chemical and packing materials' requirement planning on daily basis and follow up with vendors for chemicals' timely availability.
4. Reconcile account statement with vendor's account.
5. Ensure timely availability of spares items.
6. Costing of chemical consumption on daily basis.
7. To ensure quality testing of all incoming materials.
8. RGP processing and keeping record of pending to receive materials.
9. Timely clearance of scrap from store and scrap yard.
10. Timely processing of invoices through accounts.

MANAGER STORES.

Trident Limited, Punjab, January 2011 – Feb 2016.

Responsibilities:

1. Scrap rates finalization through tender system.
2. Ensuring timely clearance of scrap and waste from scrap yard.
3. Application of TPM in store.
4. Implementation of search free and count free inventory system in store.
5. Time to time training to team.
6. Time to time analysis for betterment of TAT of vehicles, VED, FIFO, Ageing, Red Tag and Dead Inventory.
7. Systematic storage of inventory and ensuring FIFO.
8. Timely processing of invoices and forwarding to accounts.(being in touch with purchase department for clearance of invoice pendency.)
9. All types of audits regarding TPM and general audits.
10. Inspection of incoming materials in spares store.
11. RGP processing and reconciliation of materials sent and received.
12. MIN-MAX of critical items.

QUALITY INCHARGE.

HR International, Jalandhar, Punjab July 2009 – December 2010

Responsibilities:

1. Hourly quality report of materials.
2. To ensure right dimensions / hardness / weight of forged components as per quality chart.
3. To keep record of die change time and production quantity.
4. Daily report to the plant head regarding quality issues.

OFFICER / FACILITATOR (Store)

Abhishek Industries Limited, Punjab, February 2007 – June 2009

Responsibilities:

1. Time to time analysis of process and functions for betterment. (TAT of vehicles, VED, FIFO, Ageing, Red Tag and Dead Inventory)
2. Proper storage of inventory and ensuring FIFO.
3. Timely processing of invoices and forwarding to accounts. (Coordination with purchase department for clearance of invoice pendency.).
4. Inspection of incoming materials in spares store.
5. RGP processing regarding job work and reconciliation of materials sent and received.
6. Ensuring timely clearance of scrap and waste.

ACADAMIC QUALIFICATION

- **MBA (Marketing)** from ICFAI Tripura October 2021 (Correspondence).
- **Graduate** from Guru Nanak Dev University, April 2007 to March 2010. (Correspondence).
- Ramgarhia Polytechnic Phagwara, **Diploma**, Mechanical Engg., June 2004 – May 2006.
- Govt Model Sr Sec School, Jalandhar, **10+2, Automobile**, April 2002 – March 2003.
- Govt Model Sr Sec School, Jalandhar, **Matriculation**, April 2000 – March 2001.

TRAININGS UNDERTAKEN

- RUDSET institute Jalandhar, **Scooter & Motor Cycle Servicing**, December 2002 – January 2003.
- M/s ATM Sanitations, **Factory Supervisor** May 2003 – May 2004.
- M/S Krishna Engg Works, **Forging Shop, Molding Shop, Machine Shop**, July 2005 -August 2005.
- M/s International Cars & Motors Ltd, **Trainee Supervisor** July 2006 – Jan 2007.
- Six months **management training** from Synatic Business School (Ludhiana)

SKILLS & STRENGTHS

Multi skilling in different activities of a firm/organization

- Technical Knowhow.
- Data Analysis.
- Daily Chemical Costing.
- Material Purchase Planning. (All type of materials i.e. Chemicals, Packing, Spares, Fuel)

Computer Skill:

- SAP ECC6 & SAP 4.6 (MM module),
- Tally ERP-9, Tally Prime.
- Ramco
- FoxPro
- MS Excel
- AutoCAD.

Language Skill:

- English – Moderate
 - Hindi – Fluent
 - Punjabi – Mother Tongue
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