

CURRICULUM VITAE

MANEESH UPADHYAY

H. No. -304, West block,
Aadhar Shila, Awadh Puri,
Bhopal. (M.P.)
Mob. -7389359695,
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Career Objective:

To be an efficient person who can rise to the top with hard work and determination in life.

Work Experience:

- Working As officer (Store) in **NCC Ltd. SWSM Project Sitapur (U.P)** from June-2022 to till.
- Worked As Store Executive at **Dilip Buildcon Ltd. Lalganj Hanumana Road Project NH-7 (U.P) Package III** from October 2018 to April-2022.
- Worked As a Purchase Executive with **Agrawal Construction {Saje Group of Companies} Bhopal (M.P)** from September-2017 to June-2018.
- Worked As a Storekeeper with **ESSARJEE Construction Pvt. Ltd. Bhopal (M.P)** from April-2013 to August-2017
- Worked As a Account Asst Com Storekeeper **Rajshree Jewellers Bhopal (M.P)** from February-2009 to March-2013
- Worked As a Account Asst **Solam Bio-Tech Pvt. Ltd. Bhopal (M.P)** from May-2005 to January-2009

Job Profile:

- Receipt, Inspections, Rejections – Good Knowledge of process of Gate-Entry System, checking Documents and Materials as well as physical Inspection.
- Material Unloading & safety practices and storage, GRN Posting in SAP, User Inspections & Rejections in SAP.
- Debit/ Credit Note from supplier, Bills Process, Knowledge of transit Insurance, issuance e-Waybills, RGP & NRGF
- Issue process of Transfer postings and Consumptions in SAP, thorough knowledge of Space utilization, spares handling, Logical & Physical location mapping.
- Control of Inventory through Perpetual Inventory & Selective Stocktaking.
- Complete Fuel Management thorough process knowledge and experiences of Fuel Tankers Receipt, Checking, Measurements, Quality testing, Decantation, Accountings, Gazette notifications and overall reconciliation, Recordkeeping.
- In-depth knowledge of power plant components and project supplies, including their functionality and operational requirements.

- Comprehensive understanding of storage and preservation requirements for critical project supplies to ensure their longevity and optimal performance.

Academic Qualification:

- Passed B.Com. Examination from B.U. Bhopal M.P.
- Passed Higher Secondary School Examination from Govt. Boy H.S. School Vidisha M.P Board.
- Passed Higher School Examination from Govt. H.S. School Bharkachhach kalan (Raisen) M.P Board.

Professional Qualifications:

- Diploma in Material Management from ISBM
- M.S Office
- Tally ERP-9
- Internet
- SAP

Strengths:

Integrity and Credibility are the important values of my life. Helping to deliver the best ability to maximum with other sand become at employer. Smart Worked Persistence to take up challenges.

Personal Details:

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|-------------------|---|---|
| Father's Name | : | Mr. Shyam Sundar Upadhyay |
| Mother's Name | : | Mrs. Vimla Upadhyay |
| Date of Birth | : | 25/04/1980 |
| Permanent Address | : | Vill : Bharkachhach kalan, Tehsil-Badi, Dist. : Raisen, Pin Code : 464665, (M.P) |
| Sex | : | Male |
| Marital Status | : | Married |
| Religion | : | Hindu |
| Nationality | : | Indian |
| Languages Known | : | Hindi (Read, Write, Speak) English (Read, Write, Speak) |

Hobbies:

Playing Cricket

Declaration:

I hereby certify that the information above is true to the best of my knowledge and believe.

Place: -

Maneesh Kumar Upadhyay

Date: -

Signature