Store In-charge Resume Sample

Your Name Here

000-00-0000 | [yourname@exmple.com](mailto:yourname@exmple.com) | others

**Summary:**

8+ Years experience, PURCHASING, Store In-charge, Storekeeper

Date of Birth

 Nationality :   Indian

 Civil Status :            Single

Languages Known :            English, Tamil

 Passport No  :

Visa Status :     Employment

Permanent Address :             Tamil Nadu, India

* Purchase in charge
* Inventory Section and Stock Management

**Scholastic:**

* Bachelor Of Computer Science

**Career Contour: (Store In-charge)**

* **ABC MARINE L.L.C *,*A.E**

  As on Stock Purchasing Management system  

* **ETA SHIPPING GROUP, CHENNAI**

             Stock Management system

**KEY RESULT AREAS:**

Purchase:

* Receiving purchase requisition from the stores, send to the purchase inquiry to concerned suppliers,
* Collect the quotes from the supplier and make the comparison chart with the last cost and selling price for approval,(Inventory Manager)
* Make the purchase order with our terms and condition and send it to the supplier,
* Make the supplier evaluation for each year. As per the ISO procedure,
* Analyze market and delivery systems in order to assess present and future material availability.
* Maintain records of goods ordered and received.
* once items are received we should verify the good's condition and compare the invoice amount and quantity with the purchase order.
* After the material received must inspect all items
* Posting all purchase entries verifying PO & Import cost.
* If WE find any damage and poor quality material must be returned.
* Placing orders for office-use items
* Making work order for all non-tradable items and non-tradable work.
* Manages stationery requirements for the department and other office supplies
* monitoring all the annual work, cleaning work, service work & replacement work done by Perfect.

**Store Manager:**

* To create the GRN in the ERP system,
* To make the costing sheet for GRN
* Fixing the selling price for each stock item,
* To make the Item coding procedures.
* Prepare the aged item stock report
* Maintain the minimum stock level
* Supervise the packaging and handling of materials.
* Make stock ledger reports as per Management requirements,
* Stock confirmation for each inventory document,
* Month closing and annual closing,
* Create the stock valuation report,
* Generating all required reports regarding the dispatch of products using MS-Excel

**IT Skill:**

* All OS Software, MS Office **–** Word, Excel, PowerPoint, Outlook
* Well-versed with the usage of the Internet, E-mail

**Personal Dossier:**

* Professional and positive attitude.
* Quick learner and planning with executing the skills and experience.
* Capable and can work independently in urgency with positive actions.
* Flexible in working hours and committed to excellence.
* Committed to professional excellence, organized and flexible.
* Ability to maintain a good working relationship with all co-workers
* The main responsibilities of my job are to provide customer satisfaction and the highest level of

**PERSONAL INFORMATION:**