

# Viral D. Ashara

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## Career Objective

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Seeking a position in a professional organization position that utilizes my education, skill, Energy and experiences to prove in the field of Store & Purchase, Material Handling and also the Warehouse job to enhance the organization goal as well as my personal growth. Also I have total 6 years Experience in Store/Material Handling and Procurement.

## Work Experience (Total-6+ Years)

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### 1) Reliance Industries Ltd:

Duration – Dec-14 to March-17

I have worked as a Store Asst. at Reliance Industries Ltd (Under payroll agency), Village Moti-khavdi Dist Jamnagar.

#### Job Profile: -

- Handle and maintain Store.
- Check all formality related to incoming items such as delivery challan, Invoice, purchase order, test certificate, weight slip etc.
- Ensure daily goods receipt/Issue register Inward/Outwards register is maintained as Per standard procedure by the sub-cordinate to determine current stock of Material physically
- Maintain material valuation basics, stock type, GRN In Store, invoice Verification & Delivery costs, Transfer posting in SAP and Responsible to make MIS Report Regularly.

### 2) Kunal Structure (I) Pvt Ltd. :

Duration – March-17 to Sep-17

I have worked as a Store Executive at Kunal Structure (I) Pvt Ltd, IMC-PMAY Project & IT Park, Indore.

### Job Profile ( : -

- Handling/ maintaining main Stores/Material.
- Arrange Quotation from different Vendors as per Requisition and forward to purchase department
- Follow up with purchase department for the said requisition for preparation Of Purchase Order (PO)
- Follow up with Vendors/Suppliers for the delivery of materials/items to Ensure timely delivery at site.
- Check all formality related to incoming items such as delivery challan, Invoice, purchase order, test certificate, weight slip etc.
- Ensure daily goods receipt/Issue register Inward/Outwards register is maintained as Per standard procedure by the sub-ordinate to determine current stock of Material physically
- Maintain Daily & Monthly Report of Construction Bulk Material, consumables, structural material.
- Maintain material valuation basics, stock type, GRN In Store, invoice Verification & Delivery costs. Also Create PR, PO, GRN, MIN, MRN, Transfer posting in SAP and Responsible to make MIS Report Regularly.

### 3) Sadbhav Engineering Ltd:

Duration – Sep-17 to Feb-20

I have worked as a Executive Material at Sadbhav Engineering Ltd, Una-Kodinar Road Project NH-8E, Ahmedabad-Rajkot Road Project-PKG 04 In Sayla (Gujarat).

### Job Profile ( : -

- Handling/ maintaining main Stores/Material.
- Arrange Quotation from different Vendors as per Requisition and forward to purchase department and create Purchase Order for the same.
- Follow up with purchase department for the said requisition for preparation Of Purchase Order (PO), If Material Value is high.
- Follow up with Vendors/Suppliers for the delivery of materials/items to Ensure timely delivery at site.
- Full-fill the Material Requirement at site as per requirement.
- Check all formality related to incoming items such as delivery challan, Invoice, purchase order, test certificate, weight slip etc.

- Ensure daily goods receipt/Issue register Inward/Outwards register is maintained as Per standard procedure by the sub-ordinate to determine current stock of Material physically.
- Maintain Daily & Monthly Report of Construction Bulk Material, consumables, structural material.
- Maintain material valuation basics, stock type, GRN In Store, invoice Verification & Delivery costs. Also Create PR, PO, GRN, MIN, MRN, Transfer posting in SAP and Responsible to make MIS Report Regularly.
- Also Maintain Plant Production Consumption and Do Regular Costing against Production Of Material.
- Also Maintain Report For Sub-Contractors Material Consumption & Recovery Statement.
- Also Prepare sales bill in SAP & E-way Bill Creation.
- I have Basic Working Knowledge of SAP MM, SAP PP, SAP SD.

4) Apco Infratech Pvt Ltd :

Duration – Feb-20 to March-21

I have worked as a Officer Store at Apco Infratech Pvt Ltd, Nagpur-Mumbai Super Communication Expressway Project Pkg-05.

**Current Job Responsibilities**

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- Handling/ maintaining main Stores/Material.
- Arrange Quotation from different Vendors as per Requisition and forward to purchase department and create Purchase Order for the same.
- Follow up with purchase department for the said requisition for preparation Of Purchase Order (PO), If Material Value is high.
- Follow up with Vendors/Suppliers for the delivery of materials/items to Ensure timely delivery at site.
- Check all formality related to incoming items such as delivery challan, Invoice, purchase order, test certificate, weight slip etc.
- Ensure daily goods receipt/Issue register Inward/Outwards register is maintained as Per standard procedure by the sub-ordinate to determine current stock of Material physically.
- Maintain Daily & Monthly Report of Construction Bulk Material, consumables, structural material.

- Maintain material valuation basics, stock type, GRN In Store, invoice Verification & Delivery costs. Also Create PR, PO, GRN, MIN, MRN, Transfer posting in SAP and Responsible to make MIS Report Regularly.
- Also Maintain Plant Production Consumption and Do Regular Costing against Production Of Material.
- Also Maintain Report For Sub-Contractors Material Consumption & Recovery Statement.
- Also Prepare sales bill in SAP.
- I have Basic Working Knowledge of SAP MM, SAP PP, SAP SD.

5) Afcons Infrastructure Ltd :

Duration – March-21 to July-21

Currently I am working as a Engineer Store and Purchase (ER1) at Afcons Infrastructure Ltd, Pakal-Dul Hydro Electric Power Project, Kishtwar (J&K).

### Current Job Responsibilities

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- Handling/ maintaining main Stores/Material.
  - Arrange Quotation from different Vendors as per Requisition and forward to purchase department and create Purchase Order for the same.
  - Follow up with purchase department for the said requisition for preparation Of Purchase Order (PO), If Material Value is high.
  - Follow up with Vendors/Suppliers for the delivery of materials/items to Ensure timely delivery at site.
  - Check all formality related to incoming items such as delivery challan, Invoice, purchase order, test certificate, weight slip etc.
  - Ensure daily goods receipt/Issue register Inward/Outwards register is maintained as Per standard procedure by the sub-ordinate to determine current stock of Material physically.
  - Maintain Daily & Monthly Report of Construction Bulk Material, consumables, structural material.
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- Maintain material valuation basics, stock type, GRN In Store, invoice Verification & Delivery costs. Also Create PR, PO, GRN, MIN, MRN, Transfer posting in SAP and Responsible to make MIS Report Regularly.
- Also Maintain Plant Production Consumption and Do Regular Costing against Production Of Material.
- Also Maintain Report For Sub-Contractors Material Consumption & Recovery Statement.
- Also Prepare sales bill in SAP.

I have Basic Working Knowledge of SAP MM, SAP PP, SAP SD.

### Working Knowledge of SAP

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- Basic working Knowledge of SAP MM, SAP PP, SAP SD
- Working Knowledge to Create Purchase Requisition, Purchase Order, Analysis, Transfer Posting, GRN, MIN, Reservation of material, Service Entry, work order Also Cancellation any Transaction.
- Working Knowledge to Create PP Order, Releasing, Posting, Costing analysis.
- Working Knowledge to Create Sales or Tax invoice, sales order and analysis.
- Working Knowledge to Create Vendor / Customer code, Material Code Creation, HSN Updating and code Correction.

### Academic Qualification

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Sr No.	Qualification	Institute	Academic Year
1	Diploma (Electronics & Communication)	Shree Swami sachchidanand Polytechnic College, Visanagar	2011-2014
2	12 <sup>th</sup> Commerce	Shree Municipal Highschool, Lalpur	2009-2011
3	10 <sup>th</sup> Class	Shree Municipal Highschool, Lalpur	2009

## Personal Profile

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Name	Viral Dhanasukhbhai Ashara
Date of Birth	26-12-1993
Father's name	Dhanasukhbhai N. Ashara
Address	Near New post office, Lalpur- 36117 0
Marital Status	Unmarried
Languages Known	English, Hindi, Gujarati.
Hobbies	Reading , working with computer

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

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