

RESUME



MANJEET KUMAR

ABU DHABI - UAE

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Career Objective

To work in a competitive and challenging atmosphere of Automotive Procurement / Storekeeper / Asst. Storekeeper of Parts counter sales co-ordinator , to foster and perform with fertile work culture to grow as professional. A lifelong learner.

Experience

- Working as a Purchaser / Asst. Storekeeper in **Al Ghazal Transport (Abu Dhabi National Hotels)** Abu Dhabi, UAE, since 14th September 2015 to till Date .
- Worked with **Obero Motors Pvt. Ltd. (TATA & FIAT Cars Dealer Ship)**, Noida, India, from September 2010 to 31 August 2015 as Senior Store Keeper.
- Worked with **Shah Motors Pvt Ltd. (Tata Passenger Car Dealer Ship)**, Noida, India, from March 2007 to August 2010 as Store Keeper.
- Worked with **Pearl Honda Passenger Car Dealer of Honda Passenger cars**, NOIDA, INDIA, from March 2006 to March 2007 Asst. Store Keeper.
- Worked with **Nawab MOTORS Passenger Car Dealer of TATA MOTORS & FIAT**, NOIDA, INDIA, from Feb 2004 to March 2006 Asst. Store Keeper.

Job Profile

- Dealing with the spare parts of all kinds of vehicle such as Mitsubishi, Toyota, Nissan, Leyland, Tata, Golden Dragon, Higer, BMW, GMC, Mercedes, Honda, Peugeot, Hyundai, Chevrolet...etc
- Responsible for the preparation and process of requisition and purchase orders according with company policies and procedures.
- Identifying cost competitive sources for required materials with essential quality standards.
- Analysing quotations from various supplier for best price in local Market.
- Preparing the Purchase Order (LPO).
- Coordinate with Suppliers to ensure on-time delivery.
- Maintaining complete update purchasing records / data and pricing in the system.
- Receiving materials as well as preparing receipts against invoices.
- Share the stock recommendation with warehouse in charge & management.
- Issuing spare parts against Workshop job requests
- Keeping store related documents such as LPOs, invoices Etc.

- Update of all inventory transactions/stock movements in database including the update of Bin card numbers with locations wise.
- Maintain the stores and inventory records for financial tracking purpose and other reports for audit purpose.
- Storage and Preservation of Material as per fixed and flexible location and according to the layout of stores.
- Responsible for updating of records, raising proactive signals to Purchase department for procurement of material.
- System co-ordination with quality dept. To get material cleared in time.
- Responsible for Auto Spare parts Warranty and Claims.
- Preparation of rejection report and dispatch of rejection to respective vendors.

Job Experience

- Familiar with Automotive Spare Parts light Vehicle, Trucks, Buses, Tires, Batteries and Lubricants.

Academic Qualification

- Senior Secondary Passed from HP Board India

UAE Driving License

- Having valid UAE Driving License
- Place of issue : Abu Dhabi
- Issue date : 09-02-2020
- Expiry date: 02-02-2027

Training Attended

- Attended training session on System and Inventory Management at Tata Motors, New Delhi.
- Attended training session on Tata Motors CRMDMS Inventory Management Software at Tata Motors, New Delhi.
- HSE (Fire warden) Training, Abu Dhabi UAE

Computer Knowledge

- Microsoft Windows, Microsoft Word, Excel, PowerPoint
- Oracle Base ERP / SAP Inventory Management Software
- Orbit Software SAP Inventory Management Software

Language Known

- English, Hindi, Urdu, Arabic, Punjabi

Passport Detail

Passport No : S 9813635

Issue Date : 11/02/2019

Date of Expiry : 10/02/2029

Issue Place : Abu Dhabi (UAE)

Personal Details

Father Name : Bidhi Singh

Date of Birth : 14/02/1985

Status : Married

Nationality : Indian

Permanent Address : Abu Dhabi - UAE

Date :

Place : (Manjeet Kumar)