

RESUME

S.V. VENKATA MANOJ KUMAR,
S/o SRIRAMAMURTHY,
MURIKIPUDI POST,
CHILAKALURIPET MANDAL,
GUNTUR DIST.

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CAREER OBJECTIVE

To be a part of an ever-growing organization and thereby to become a strong asset
To the organization and my share of responsibility

Educational Qualification

B.COM (COMPUTERS)	HINDU COLLEGE GUNTUR (Acharya Nagarjuna University) (2007-2010)	60%
Intermediate O.A (Office Assis tship)	Govt. Jr. college, Darsi (Board of Intermediate Education) (2005-2007)	62%
S.S.C	Z.P. High School, Murikipudi (2005)	70%

Personal Skills:

- ✓ Hard working & self motivated.
- ✓ Ability to Work in a Team and Act as a Good Team Player.
- ✓ Good Interpersonal Relationship and Communication Skills

WORKING KNOWLEDGE:

- Stores maintenance and Warehouse operations, Preparation of stock statements, Maintenance of Finished Product and Raw Materials Lab chemicals and Labor Handling.

Professional Experience:

- Present Working as a Stores Senior Executive M/s **HONOUR LABS LTD (HETRO GROUP) in PUNE (API)** From Nov 2022 to Till Date
- Worked as a Stores Senior Executive M/s **SAMI-SABINSA GROUP LIMITED(Pharma formulation)** From July 2018 to Oct 2022 (4.5 Year)
- Worked as a Stores Executive M/s **SHREE MALANI FOAMS PVT LTD (CENTUARY GROUP)** From February 2016 to March 2017(1 Year)
- Worked as a Stores Assistant M/s **ROOPA INDUSTRIES PVT LTD (Bulk Drugs) (TGV SRAAC GROUP)** From March 2014 to January 2016(2 Year)

WORK PROFILE

- Daily Receipts Issues transactions entering in **TALLY / SAP / ERPNEXT / MIS / EXCEL / FOCUS**
- Maintained Inward raw material & Good Documentation Practice (**GDP**)
- Preparation of stores accounts statements.
- Preparation of Monthly stock statements.
- Dispatch of finished Goods Material for the Orders Received from IUT, Local Sale & Export Timely Planning of Dispatch the Materials.
- Maintaining of incoming material receiving & Dispensing status records & Bin card
- Maintenance of Store Ledgers & local sales and exports.
- Maintaining **FIFO** system in the aspect of Dispensing & issuing all materials.
- Monthly stores accounts reconcile with accounts department.
- Preparation of **RGP/NRGP** and tracking.
- Follow up with vendors for getting the materials.
- Regularly monitoring of safety stock Re-order levels & Periodic Verification of Stock.
- Daily Solvent Status Physical Verification.
- Conducting safety & SOP training within the department
- All over store responsibilities and attend to **CGMP, NSF, USP, KOSHER, HALAL, WHO, USFDA, Audit finalization**

Personal Details:

Name	:	S.V. Venkata Manoj Kumar
Date of Birth	:	15-06-1990
Father's Name	:	S. Sriramamurthy
Sex	:	Male
Marital Status	:	Married
Languages	:	English, Telugu, Hindi
Nationality	:	Indian
Permanent Address	:	S.v. venkata manoj kumar, Murikipudi, [P.O], Chilakaluripet [M.O], Guntur.

Declaration:

I consider myself. I am confidence of my ability to work in a team. I hereby declare that the information furnished above is true.

To the best of my knowledge

Place:

(S.V. Venkata Manoj Kumar)

Date: