



VIPUL KUMAR PANDEY

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Store Keeper with over 5 years of experience in inventory management, store operations, and supply chain management. Proven track record of managing store activities efficiently, maintaining accurate inventory records, and supporting construction projects with timely material availability. Strong communication skills and proficient in computer applications, ensuring smooth operational workflow and team coordination.

WORK EXPERIENCE:

➤ **SBI CARD AND PAYMENTS SERVICE LIMITED.**

- From April 08, 2024 to present in **(Corporate Office) Gurgaon, Haryana.**
 - Processing of Auto debit & CSP payment on daily basis.
 - Handling the mandate registration of Auto debit activation requests on daily basis.
 - Handling the mandate registration of Nach / E-Nach activation requests on daily basis.
 - Responsible for managing high escalated case like VIP, BO, RBI & Chairman escalations.
 - Maintain & publish various MIS & dashboard slides pertains to the process.
 - Familiar with **Vision+, Card one, WCP, SQL & JAVA** applications.

➤ **STORE IN CHARGE (Client Side) at RAY CONSTRUCTIONS LIMITED.**

- From February 01, 2021 to February 20, 2024 in **Narsinghpur, Madhya Pradesh.**
 - Managed the store operations on the client side, ensuring proper material availability and storage for ongoing construction projects.
 - Maintained accurate records of stock, conducted regular audits, and prepared inventory reports for management.
 - Coordinated with suppliers and vendors to ensure timely procurement of materials and supplies.
 - Streamlined store processes, leading to improved efficiency and reduced material wastage.
 - Fostered effective communication with project teams to fulfill material requirements promptly.

➤ **Store Keeper at Urbanfeat Construction Development Industry.**

- From October 02, 2018, to December 30, 2020 in **Lucknow.**
 - Oversaw the day-to-day store activities, including receiving, storing, and issuing materials as per project requirements.
 - Implemented effective inventory management techniques to reduce stock discrepancies and improve material tracking.
 - Utilized computer software for data entry, inventory control, and generating purchase orders.
 - Supported project managers with accurate stock updates to ensure smooth construction operations.
 - Maintained cleanliness, safety, and organization within the store premises.

ACADEMIC QUALIFICATION:

- B.A from R M L A U Ayodhya with 52.55% marks in 2020.
- Intermediate from UP Board with 55.20% marks in 2017.
- Matriculation from UP Board with 79.33% marks in 2013.

COMPUTER PROFICIENCY:

- Working knowledge of SQL & JAVA.
- Proficient in MS Office Applications.

TRAINING & OTHER QUALIFICATIONS:

- Six months Training in **Ma Vidya computer center, Ram Nagar, Amethi, UP.**

SKILLS SUMMARY:

- Store & Inventory Management.
- Procurement & Material Handling.
- Stock Reconciliation & Documentation.
- Vendor Coordination.
- Client-Side Store Operations.
- Good Communication Skills
- Proficient in Inventory Software.
- Team Leadership & Coordination.
- Intermediate knowledge of MS-word, MS-PowerPoint and Tally.
- Excellent in Advance Excel functions (If, Count if, Sum if, V-lookup, Pivot Table, etc.)

PERSONAL DETAILS:

Date of Birth : July 05, 1997
Languages Known : Hindi & English
Strengths : Passionate towards work, Quick Learner, Responsible.
Interests : Listening Music, Riding Bike and Travelling.
Present Address : Village- Pure Subedar, Majhgawan, Post-Jagesarganj,
Distt- Amethi, UP, 227809.

Declaration

I do hereby declare that all the information given above is true to the best of my knowledge.

Place:

VIPUL PANDEY



Date: April 03, 2024

**TO WHOMSOEVER IT MAY
CONCERN**

This is to certify that **Vipul Kumar Pandey** was employed in our organization from February 01, 2021 to February 20, 2024. The Designation last held by him was that of **Store in Charge (Client Side)** and last assigned project was at Narsinghpur, Madhya Pradesh.

We have relieved him from services from closing hours of business on February 20, 2024.

We also draw his attention to contributory and continued obligation of confidentiality with respect to any proprietary and confidential information of **RAY CONSTRUCTIONS LIMITED** or its client(s) he may have had access to during the course of his employment.

We take this opportunity to wish him the very best in his future endeavors and thank him for the services rendered to the organization.

Sincerely,

For: RAY CONSTRUCTIONS LIMITED

HR Manager



Date: January 25, 2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. **Vipul Kumar Pandey** was employed with **Urbanfeat Construction Development Industry** as a **Store Keeper** from October 02, 2018, to December 30, 2020. During his tenure, he demonstrated dedication, reliability, and professionalism in fulfilling his duties. His contributions towards the company were commendable, and he was appreciated for his excellent work ethic and ability to work as part of a team.

We found Mr. Vipul Kumar Pandey to be punctual, hardworking, and committed to his responsibilities. He has shown a great level of competence in handling tasks and maintaining a positive attitude towards work.

We wish him all the best in his future endeavours. For any further information, please feel free to contact us.

For M/s. Urbanfeat Construction Development Industry

Manager