



PUSHPENDRA KUMAR

Warehouse supervisor/Inventory controller

Add text here

ABOUT ME

To work with a reputable organization that offer support unities for professional growth and skill development. I aim to apply my knowledge and experience in inventory management, material handling, and record-keeping contributing effectively to the organization's success. I am committed to long-term service, continuous learning, and achieving excellence in storekeeping operations while supporting the overall objectives of the company

ACADEMIC QUALIFICATION

B.sc passed in with 2nd division Bhim Rao Ambedkar University, Muzzafar Pur.

12th passed in from BSEB Board

10th passed in from BSEB Board

PROFESSIONAL QUALIFICATION

- CSK: - Certified Storekeeper (Diploma in storekeeper)
- Safety IOSH MS (UK-from Save Fast Academy Saudi Arabia)
- OSHA-30 (General Industry 30 Hrs. from Save Fast Academy Saudi Arabia) ☑
- NSEIT Certification on behalf of UIDIA as an EA Supervisor. ☑
- BASICS OF RISK ASSESSMENT [BORA] ☑
- INTRODUCTION TO PERMIT TO WORK [IPTWS]
- BASICS OF FIRE SAFETY [BOFS] ☑
- INTRODUCTION TO SAFE SYSTEM OF WORK [ISSOW]
- BASICS OF INCIDENT INVESTIGATION [BOII]

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📄 www.linkedin.com/in/pushpendra-kumar-907415303

✉ pushpendrak4729@gmail.com

📍 Saudi, Arabia-Neom, the, lion projects

EXPERIENCE

Warehouse Supervisor-pushpendra.kumar@harbico.com

Mofarreh Alharbi & partners- Saudi Arabia Neom - the Line project 7/11/2023- cuurent
Inventory Management

- *Use warehouse management software or ERP systems effectively.
- *Monitor and control stock levels
- *Material Handling & Storage

Team Supervision

Documentation and Reporting

- *Maintain accurate records of receipts, issues, and returns.
- *Generate daily, weekly, and monthly inventory reports.

Material Handling & Storage

- *Receive, inspect, and store materials and equipment properly
 - *Ensure materials are stored safely and systematically
- Coordination with Departments
- *Liaise with procurement, project, and finance teams.

Team Supervision

- *Lead and manage warehouse staff.
- *Provide training and ensure adherence to safety procedures

Inventory Controller

Unique Engineers Pvt Ltd. Mopa international airport Goa- India 2/2/2020 - 7/10/2023
Inventory Management

- *Monitor and maintain accurate inventory levels in warehouses or storage facilities

Data Entry and Reporting

- *Update inventory records in ERP or inventory management systems.
- *Generate regular inventory reports for management, including stock levels, usage trends, and reorder needs

Ordering and Replenishment

- *Coordinate with procurement and warehouse teams to reorder stock before depletion.
- *Track incoming deliveries and ensure timely restocking of critical materials

Coordination with Other Department

- *Collaborate with purchasing, finance, and warehouse staff to ensure smooth operations.
- *Support production or site teams by ensuring material availability.

Storekeeper

Swaraj Construction - Delhi , India

7/1/20219 -28/1/20220

- Receiving and inspecting incoming goods and materials.
- Storing and organizing inventory in a systematic and accessible manner.
- Maintaining accurate records of inventory levels, receipts, and issuances.
- Managing stock levels, tracking inventory movements, and reporting stock
- Issuing materials and supplies to departments or personnel as requested.

SKILLS

Microsoft Dynamic 365

In Dynamic ERP

*MR

*PR

*PO

*Transfer Orders

*Material issue voucher

MS Excel(advanced)

MS word

Negotiation

LANGUAGE

- English
- Hindi
- Arabic(speaking)

PASSPORT DETAILS

- Passport No P 8 9 2 6 9 1 0
- Date of Issue 18/04/2017
- Date of expiry 17/04/2027
- Place of Issue PATNA

PERSONAL PROFILE

- Father Name Bharat prasad
- Date of Birth 01/07/1999
- Gender Male
- Nationality Indian
- Marital status Unmarried
- Language Known English, Hindi
- Permanent Address At-Akil Tola,
Po-Kasdeora Bangra
Ps-Maharaj Ganj
Dist.- Siwan
State Bihar (841238)

DECLARENCE: -

I, hereby, solemnly declared that all the statements made in the above are true and correct to the best of my knowledge and belief.

Date:

(Pushendra Kumar)

Place:

- Maintaining a clean and safe storage environment.
- Conducting regular inventory audits and physical counts.
- Ensuring compliance with company policies and procedures.
- Liaising with suppliers, logistics, and transportation teams.
- Training and supervising store staff.

Storekeeper

Essar Construction-Delhi,india

7/1/2106-2/1/2019

- Maintain Inventory
- Receive Materials
- Store Items Properly
- Issue Materials
- Maintain Records
- Stock Checking
- Clean and Organize Store
- Follow Safety Rules
- Support Site or Warehouse Work

REFERENCES

Eng- Elayan

BUSSINESS unit Head/ M.M.H

Phone: +966 594153495

Email: mohammad.elayan@harbico.com **Email:** info@uelimited.com

Mr. K Pandey

Project Manager-Mopa airport,
Unique engineer pvt Ltd.

Phone: +91 9654273539

Store Materials Knowledge

- Mechanical Materials
- Construction Materials
- Ascr Materials
- Electrical Material

Computer Qualification

ADCA -Advance Diploma in Computer Application

- MS Excel
- MS Word
- Typing