

Ravi Nakum

(Store/Warehouse/Inventory Management)

Personal information

Name : Ravi Nakum
D.O.B. : 11th November 1995
Languages Known : English, Hindi & Gujarati.
Sex : Male
Email : ravinakum.official@gmail.com
Mobile Number. : 9426911156
Home Town : Jamnagar (Gujarat)
Current Location : Dadra and Nagar Haveli (UT)

Resume headline

9 years of experience in materials management with SAP (mm) and excel.

- Achieved **Award of “Best Performer”** At RSPL Limited.
- Achieved **Reward of 8500 INR** for My best performance with title “Best Performer of the Year”.

Core Roles and Responsibility

Functional Responsibility

- Responsible for the performance of the Warehouse
- Ensure compliance to ISO procedures.
- MIS Reports & Reconciliation (Monthly, Quarterly, Half yearly and Annual reports)
- Inventory management (Storage and preservation of material, Non-Moving, Slow Moving, ageing, Shelf-Life, FIFO, LIFO, Min-max Inventory Levels, Stock-out.
- Co-ordination with Cross-functional Department Like SCM, Procurement, QA/QC, and User
- Team leadership.

Safety Responsibility

- Ensure Safety at workplace & safe material movements.
- Reporting of Safety Related issues to Authority and Make action plan for Achieve Safety Targets (FAC, NMC, and MTC).

Legal Responsibility

- Maintain Record of Necessary documentation for legal / statutory Compliance in the daily operations of stores / warehouse.
- Ensure Fair Procedure for Material Receiving of High Valued Materials and Inform to authority for Any Discrepancy.

Employment History

From	To	Experience	Title	Company
25 th oct 2023	*Current*	*Current*	Executive	Torrent Power Limited
1 st Sept 2021	20 th Oct 2023	2 Year 2 Month	Senior Executive	RSPL Limited (Ghari Detergent Group)
08 th Aug 2018	30 th Aug 2021	3 Year 0 Month	Junior Executive	RSPL Limited (Ghari Detergent Group)
15 th Dec 2016	08 th June 2018	1 year 6 Month	Diploma Engineer Trainee	Adani™ Enterprises Limited".
1 st June 2015	30 th Sep 2016	1 year 3 Month	Trainee Assistant Engineer	Rajhans Alloys Pvt. Ltd.

Education qualification & certification

Have displayed a consist track record of my academic life.

Year	Institute	Exam	Mode	Marks
2023-2025	IIMM	PG In Material Management	Distance	Running
May - 2023	S & G	Advanced Lean Six Sigma	Online	Certificate
2020-2023	Saurashtra University	Bachelor of Arts (English)	Distance	46.57%
2012-2015	GTU	Diploma in Mechanical engineering	Regular	80.90%
June - 2012	IICT	MS office in computer	Regular	A- grade
2011-2012	G.S.E.B.	Std.10 th	Regular	90.03%

Skills

- Store Operation Management with Strategic Planning and Implementation.
- Immediate Decision Maker
- Inventory Management & control
- Staff Training , Motivation and Team Leadership.
- Ability to control difficult situations with conversation skills.
- Well versed with MM module of SAP, excels and MIS reports.

Hobbies

- I daily early morning go for running for Healthy Startup of day.
- Practice of yoga every morning.
- Watching of Ancient Historical Content Videos
- Reading of Psychological Books

Declaration

I hear by declare that all above information is best as per my knowledge.

Thank You,
R. G. Nakum