

Resume

Dipakkumar A.Sahastrabuddhe
Store Keeper.

Phone: (+91) 7038184704
Email:- dipaks358@outlook.com

Diligent and organized individual with a keen interest in inventory management, seeking a Store keeper position to apply my strong attention to detail and excellent record-keeping skills to maintain accurate stock levels and support operational efficiency in a retail environment.

PROFILE SUMMARY:-

- Skilled knowledge of store management.
- Strong knowledge of inventory control & material management .
- Strong process knowledge on inward & outward store operation.
- Ability to maintain excellent relation with client & material supplier.
- A team player with analytical problem solving skills.
- Ability to adapt quickly to the working environment.

WORK EXPERIENCE:-

1. TEJAS CONSTRUCTION Pvt. Ltd. PUNE.
 - Material controller 01.01.2007 to 02.01.2012 (5Yr)
2. **NCC-CD (National contracting Co.Itd.) Saudi Arabia**
 - Store keeper 08.03.2012.to 12.03.2023 (11Yr).
The company Specializes in engineering, procurement and construction activities in the power, transmission & distribution, oil & gas sectors.

KEY ROLE:-

- Ensuring all incoming materials are delivered on time as per purchase order, specifications, quality& quantity.
- Monitoring inward & outward materials and maintaining Proper storage & preservation along with all documentation such as the receipt Report and the Daily Summary Report.
- Ordering stock thru MR (material request) and co-ordinate with procurement department for timely delivery the materials to fulfil the project requirement & maintaining stock ledger in SAP/ MS-Office.
- Preparing monthly, quarterly & annual report. (Qty & cost wise)
- Co-ordination with the QA/QC dept. to meet the quality standards for client Satisfaction.
- Identifying Slow Moving & fast moving stock to maintain sufficient Qty in warehouse to avoid shortage-for upcoming project.
- Supporting for smooth operation in receiving area, dispatch & warehouse area and issuing stock in accordance with applicable dispatch procedures.

- Carrying out physical inventory count on quarterly basis and conducting internal audit as per ISO standard to avoid NCR accordingly.
- Preparation list of precision instrument, calibration schedule & (MSDS)material safety data sheet for hazardous items.
- Updating GRN entries, Issue Slips & make proper entries in SAP/ MS-Office. for smooth tracking of inventory
- Maintaining consumables-tools register, Asset register & Plant and Machinery report.
- Working directly with procurement dept./Operation Manager in planning for equipment requirements and movement activities according to the forecasted well plan.
- Identifying defective and damaged items for scrap disposal.
- Maintaining safe, secure & clean housekeeping practices in working area & store
- Flexibility to work varies hours/days (holidays, weekends, overtime)

OTHER SKILLS.

- Having a thorough knowledge in Safety Measurements in Store Management such as Segregation of Hazardous Material and ensure the Safety environment in Store and Site premises in coordinating with the Safety Department.

Education :-

- Master of Art (M.A) (in Economies_2007) Dr.B.R.Ambedkar University Aurangabad.
- Bachelor of Art (2005) Dr.B.R.Ambedkar University Aurangabad

TECHNICAL PROFICIENCY:-

- SAP-Materials Management module.
- MS-Office.
- JDE (Oracle)
- Tally ERP-9.

Personal Details:-

Full Name	:	Dipakkumar Ashok Sahastrabuddhe
Date of Birth	:	16 th Sep-1984.
HOME Address	:	At Post Mungla Tq:Malegaon Dist Washim (Maharashtra)
Marital status	:	Married.
Languages known	:	English, Hindi and Marathi.
Passport No	:	T1912150 (17/12/2018 to 16.12.2028)
Place of Issue	:	Riyadh (Saudi Arabia)
Nationality	:	Indian

DECLARATION

I hereby declare that above information is correct to the best of my knowledge In view of above I request you to be kind enough to give an opportunity to serve your esteemed organization in the capacity maintainer above for which act of kindness, I shall be very thankful and grateful to you.

Date:-01.12.2024

(Dipakkumar A.Sahastrabuddhe)



شركة المقاولات الوطنية المحدودة
NATIONAL CONTRACTING CO. LTD.

(ذات مسؤولية محدودة Limited Liability Company)

MEMBER OF REZAYAT GROUP

Al-Khobar, C.R. No. 2051001976 - Capital : S. R. 70,000,000

الخبر - سجل تجاري ٢٠٥١٠٠١٩٧٦ - رأس المال ٧٠.٠٠٠.٠٠٠ ريال سعودي

NCC/CD/2K23/44064754

15 March 2023

TO WHOMSOEVER IT MAY CONCERN

Mr. Dipakkumar Ashok Sahastrabuddhe, Indian National, holding Passport No. T1912150 worked with us in our Construction Division as an "Assistant Store Keeper" in various project sites from 08th March 2012 till 15th March 2023.

We found him sincere, hardworking and he performed well in official assignments during his tenure with us.

We wish him very success in his future endeavor.

For National Contracting Company Ltd.

Abraham Mathews
Senior Finance Manager



A member of Rezayat Group of Companies

REZAYAT GROUP

احدى شركات مجموعة رضايات



Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,

AURANGABAD - 431 004. (Maharashtra State - INDIA)

STATEMENT OF MARKS

Sr. No. **H 0574579**

M.A. [ECONOMICS] FIRST YEAR EXAM HELD IN - MAR/APR 2006

SEAT NO. : LA008269

Computer Code : 1205354

NAME : SAHASTRABUDDHE DIPAKKUMAR ASHOK

COLLEGE : VIVEKANAND ARTS. & S.D Sc, & Comm. COLLEGE, A' BAD

PAPER No.	MAXIMUM MARKS	MINIMUM MARKS	OBTAINED MARKS	MARKS OBTAINED IN WORDS
I	100	40	58	FIFTY EIGHT**
II	100	40	52	FIFTY TWO***
III	100	40	40	FORTY*****
IV	100	40	64	SIXTY FOUR**
TOTAL :-		400	160	214
		** ZERO TWO ONE FOUR **		



RESULT : PASSED

DATE : June 30, 2008


CONTROLLER OF EXAMINATIONS

Ex - Exempted, PR - Practical / Oral, Ab - Absent, Th - Theory, CT - Class Test, Tw - Termwork, TUE - Theory University Exam, TIN - Theory Internal Exam, TTD - Theory Total, PIN - Practical Internal Exam, PUE - Practical University Exam, PTO - Practical Total, PW - Project work, DA - Dept. Assessment, SE - Sessional, IA - Internal Assessment, PP - Paper.



Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,

AURANGABAD - 431 004. (Maharashtra State - INDIA)

STATEMENT OF MARKS

Sr. No. H 0660499

M.A. [ECONOMICS] SECOND YEAR EXAM HELD IN - MAR/APR 2007

SEAT NO. : LBO08191

Computer Code : 1205354

NAME : SHASTRABUDDHE DIPAKKUMAR ASHOK

COLLEGE : VIVEKANAND ARTS. & S.D Sc., & Comm. COLLEGE, A'BAD

PAPER No.	MAXIMUM MARKS	MINIMUM MARKS	OBTAINED MARKS	MARKS OBTAINED IN WORDS
V	100	40	55	FIFTY FIVE***
VI	100	40	42	FORTY TWO****
VII	100	40	43	FORTY THREE**
VIII	100	40	46	FORTY SIX****
TOTAL :-		400	160	186
		PREVIOUS TOTAL		214/400
		GRAND TOTAL		400/800
		** ZERO FOUR ZERO ZERO **		

RESULT: Passed in SECOND Division

DATE: July 5, 2008

CONTROLLER OF EXAMINATIONS

Ex - Exempted, PR - Practical / Oral, Ab - Absent, Th - Theory, CT - Class Test, Tw - Termwork, TUE - Theory University Exam, TIN - Theory Internal Exam, TTD - Theory Total, PIN - Practical Internal Exam, PUE - Practical University Exam, PTD - Practical Total, PW - Project work, DA - Dept. Assessment, SE - Sessional, IA - Internal Assessment, PP - Paper.



We,
the Chancellor, Vice-Chancellor
and Members of the Management Council of
Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad (Maharashtra State), India.

Certify that the withinsigned



Dipak Ashok Shastrabudhe.

*having been examined and found duly qualified for the
Degree of Bachelor of Arts and placed in the Second
Division in April 2005. The Degree of*

Bachelor of Arts

*has been conferred on Sunil at Aurangabad, on the
fourth day of the month of February in the year
two thousand six.*

The subjects in which he was examined were: _____

Marathi, Economics and Psychology.

*In Testimony whereof are set the Seal of the said University
and the signature of the said Vice-Chancellor.*

Seal No. BCOO 7311.

Place: Aurangabad

*Date of issue of the
Degree Certificate 27 JUN 2008*

Vice-Chancellor