Ramesh Yadav

Store Keeper

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PERSONAL STATEMENT

Store keeper with 7 years of experience managing stores for a steel re-rolling mill and an infrastructure contractor. Handles material receipt, GRN, issue against indent, bin cards and monthly physical verification for 2,500+ items, using SAP MM stores transactions and Tally Prime with a strong record of stock accuracy.

WORK EXPERIENCE

Store Keeper · **Mahanadi Steel and Alloys Pvt Ltd, Urla Industrial Area, Raipur** Feb 2021 – Present

- Manage the main engineering store with 2,500+ spares, consumables and refractory items worth about ₹6 crore.
- Post GRN (MIGO) and goods issue in SAP within the same shift, keeping system and physical stock difference below 0.5% at quarterly verification.
- Introduced bin location coding and FIFO racks for bearings and electrodes, cutting search time for urgent spares from 30 to 5 minutes.
- Identified ₹18 lakh of slow-moving and non-moving items and coordinated their transfer or disposal with the purchase and accounts teams.

Site Store Assistant · **Shivnath Infra Projects, Bilaspur, Chhattisgarh** May 2018 – Jan 2021

- Received cement, steel and aggregates at a road project site and checked quantity against challan and weighbridge slips.
- Maintained stock register, issue slips and daily material reconciliation reports in Tally and Excel.
- Supported monthly physical stock count and site audits by the head-office accounts team.

EDUCATION

B.Com in Commerce · **Government Arts and Commerce College, Raipur, Raipur** 2015 – 2018
Grade: 61%

SKILLS

SAP MM stores (MIGO, MB52) | Tally Prime | GRN and goods issue | Bin cards and stock register | Physical verification | FIFO | Material reconciliation | MS Excel

CORE SKILLS

- Record keeping
- Accuracy
- Space planning
- Coordination with purchase
- Honesty and discipline

CERTIFICATIONS

Certificate in Tally Prime with GST · **Computer training institute** Mar 2018

LANGUAGES

Hindi · Native | Chhattisgarhi · Native | English · Conversational

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