**DEEPAK KUMAR SRIVASTAVA Mobile:9140636479,8858522509**

Email: deep11\_sri@yahoo.com

**OBJECTIVE :**

To have flagship & torch bearer position in the working organization and to be successful policy formulator in your esteemed organization with everlasting and indomitable learning attitude through berserk passion.

PERSONAL DETAILS:

**D.O.B: 15th JUNE 1983**

**SEX :**MALE

**FATHER’S NAME:** Mr. S.K. SRIVASTAVA

**MARITAL STATUS:** Married

**HOBBIES:** Solve Verbal Reasoning & Writing ( Social issues)

**VISION: See the blossom**

**PERMANENT ADDRESS:** S.K. Srivastava,Deep Mayank Bhawan, Takia Kawaldhia,Surajkund Colony, Post:Goraknath,Pin:273015,District-Gorakhpur(U.P)

**PROFESSIONAL & ACADEMIC QUALIFICATION:**

**MBA** in **Marketing & Finance** Stream from Motilal Rastogi School of Management, Lucknow in **2005** Affiliated to U.P Technical University, Lucknow& Approved by (AICTE) New Delhi.

**M.com** (1st) passed out from Gorakhpur University in**2003**

**B.Com** from Gorakhpur University in **2002**

**Intermediate** (commerce stream) from D.A.V Inter College,Gorakhpur in **1999**

**High School** (commerce stream) from D.A.V Inter College,Gorakhpur in **1997**

**Skills (Information Technology Skills & Exposure**

**CCC** (Course on Computer Concept) qualified by **NIELIT.**

**Well-Versed in Hindi & English Typing & Internet-savvy.**

**Well versed working experience in** **MS Word** and **MS Excel** with formatting &

creation of invoices/statements concerning with Store Operation.

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**PROFESSIONAL EXPERIENCE:**

**1- R.K. Surgical & Co. (Supplier of Surgical Instruments)**

**Designation: Store Supervisor Location: Distt-Gorakhpur(U.P)**

**Role & Responsibilities: 2006 to till date**

 Protect Firm’s Assets & income with high promptitude and unbiased safeguards.

 Manage purchase & procurement procedures,,annual rate contracts,monthly contracts,track records of orders/stocks and interviewing the vendors in order to determine for justified rates and contracts for conformance to the policy/guidelines.

* Take delivery of all incoming stocks and reconcile with **purchase orders (PO).**

 Track documents & resolve any discrepancies on received orders.

 Ensure & accuracy of the facility’s stock system by updating records **of physical stock, receipts, adjustments and returns.**

 Manage supplies/stocks & ensure they are with the **“ABC**” system or minimum & maximum level.

 Responsible **for stock rotation ,coordinate disposals of surpluses, prepare Store Reconciliation Statement, purchase Requisition, purchase order, MRR, maintain stock register & vendor invoices**.

 Adopt & maintain safe purchase orders & utilize/reconcile with physical stocks available in the stockyard with **GRN (MIGO).**

**DATE:** **SIGNATURE:**

**DEEPAK KUMAR SRIVASTAVA**