



UMESH SALVE

Senior Store Incharge

My Contact

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📞 9075566767

📍 Opposite Sant Tukaram Karyalay,
Dehu, Pune-412109

Hard Skill

- MS Office
- Tally Software
- Farvision ERP

Soft Skill

- Time management
- Decision making
- Good communication skills
- Multi-tasking

Education Background

- Pune University | Morden College
Bachelor of Arts
Completed in 2008
- Maharashtra State Board | Morden College
HSC
Completed in 2004
- Maharashtra State Board
SSC
Completed in 2002

Objective

Seeking a career that is challenging and interesting, and lets me work on the leading areas, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives. And at the same time provide stable career growth.

Professional Experience

Vilas javdekar developers | Store Incharge
Project Name : Yashwin SuperNova, Wakad
Oct 2023 – Present

Key responsibilities:

- Daily GRN & Bill inward in FARVISION ERP.
- Daily entry of issue slips in logbook.
- Maintain stock ledger in ERP.
- Maintain day to day stock report for purchase and issue material.
- Checking wheather bill is as per purchase orders.
- To ensure safe keeping both as to quality & quantity of material.
- Proper inventory stock tacking
- Ordering stock in time before stock run out.
- Maintain minimum stock in store for all raw material & consumable material.
- Ensure the store area is kept clean and tidy and free from hazards.
- Responsible for all material handling equipment are in good condition.
- Dispatch area handling

Pristine Properties | Store Incharge

Project Name : Pristine Greens (Ph.- I, II & III) Moshi, Pune
May 2015 – September 2023

Key responsibilities:

- Maintaining stores as per the norms of ISO-9000-18000.
- Maintaining stock register which contains live stock, dead stock.
- Keeping track on supply of material to various departments.
- Checking the quality of material and give the report of the same to seniors.
- Material reconciliation statement preparation.
- Checking that material is as per challen/delivery note & issue the same as per purchase Order.
- Making the goods received note.
- Maintaining the material issue notes
- Keeping the different record of supplier & contractor.
- Checking the Document for excise.
- Maintain daily material inward & outward register and update day to day.

Languages Known

- English
- Hindi
- Marathi

Hobbies

- Reading Newspaper
- Photography
- Swimming
- Playing Cricket
- Exploring new places

ACHIEVEMENTS

- Won 1st prize in college level poster presentation competition
- Awarded by outstanding achievement in safety of department labours
- Won 2nd prize in Quality week Quiz competition.

Professional Experience

Pristine Properties | Store Assistant

Project Name : Pristine Prolife (Ph.-I & II) Wakad, Pune

Dec 2010 – April 2015

Key responsibilities:

- Analysis of material.
- Check quality & brand of received material
- Maintain day-to-day communication with Engineer and Purchase department.
- Communicate the records of material received, to Purchase department on regular basis.
- Preparing the various type of report day-to-day basis or weekly basis.
- Daily purchase order checking & issue it to supplier & store.
- Daily communication with store in charge
- Comparing the store report with P.O.

Pristine Properties | Store Keeper

Project Name : Pristine Grandeur Wakad, Pune

January 2008 – November 2010

Key responsibilities:

- Check wheather material reached at site is according to purchase order or not.
- Issue material to concerned contractor.
- Daily material record update.
- Periodic checking of material in store.
- Check wheather Bill is as per norms & condition of company.
- Loading & Unloading of material.
- Department Labour payment.

Declaration

I hereby declare that all the information mentioned above is true and complete to the best of my knowledge and belief