

YANAMADALA AKHIL SAI KUMAR

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PROFESSIONAL SUMMARY

Dedicated Store, Inventory & Purchase Coordination Professional with 7+ years of experience in construction projects. Skilled in store operations, inventory control, material receiving and issuing, GRN posting, ERP-LN, stock verification, purchase requisition preparation, vendor coordination, material follow-up, procurement coordination, and documentation. Experienced in coordinating with site, procurement, accounts and project teams to ensure material availability, accurate stock records, timely deliveries and smooth construction operations.

CORE SKILLS

Construction Purchase Coordination | Purchase Requisition (PR) | Vendor Coordination & Follow-up | Quotation / Comparative Statement Coordination | Material Planning & Requirement Coordination | Inventory Control | Store Management | Material Receiving & Issuing | GRN Posting | ERP-LN | Stock Verification | Material Documentation | MS Excel / Word / Outlook | Site & Procurement Team Coordination | Reporting & MIS

WORK EXPERIENCE

Jr. Manager – Stores | Vensar Construction Company Limited

Mangaldai Bypass Road | Nov 2025 – Present

- Manage daily store operations, stock monitoring and inventory reporting for construction activities.
- Coordinate site material requirements and prepare/track Purchase Requisitions (PRs) for timely procurement.
- Coordinate with procurement and vendors for material availability, delivery schedules and pending supplies.
- Monitor incoming materials, verify quantities/documents and coordinate GRN/ERP entries.
- Maintain stock accuracy through regular physical verification and reconciliation.
- Coordinate with site and project teams to avoid material shortages and support uninterrupted work.

Sr. Executive – Stores | KMV Projects Limited

MLA Quarters, Ranchi | Aug 2023 – Nov 2025

- Handled GRN posting, stock verification and material coordination.
- Coordinated material requirements with site/procurement teams and followed up on pending materials.
- Maintained inventory records and construction material documentation.
- Supported vendor coordination and timely material receipt at project site.

Sr. Executive – Stores | KMV Projects Limited

APTIDCO Infra Works | Jun 2022 – Jul 2023

- Managed inventory records, fuel reports and material documentation.
- Coordinated material receipts, issues and stock updates.
- Supported purchase/material requirement coordination with site teams.

Executive / Jr. Executive – Stores | KMV Projects Limited

Various Construction Projects | Apr 2018 – May 2022

- Managed material receiving, issuing, ERP updates and stock maintenance.
- Maintained store documentation and supported physical stock verification.
- Coordinated with site teams for material requirements and availability.

CONSTRUCTION PURCHASE & PROCUREMENT EXPOSURE

- Purchase Requisition preparation based on site requirements and project needs.
- Coordination with procurement teams for RFQ/quotation collection and material follow-up.
- Vendor communication regarding availability, delivery timelines and pending materials.
- Support for price comparison / comparative statement preparation and commercial coordination.

- Follow-up on long-lead and urgent construction materials to prevent site delays.
- Coordination of material specifications, approved brands and quality/document requirements with site/QA-QC teams.
- Coordination from purchase requirement through dispatch, site receipt, GRN and invoice/document verification.
- Monitoring material consumption, stock levels and re-order requirements to control excess and shortage.

KEY RESPONSIBILITIES

Material Receiving & Issuing | Inventory & Stock Monitoring | Purchase Requisition Preparation | GRN & ERP Entry Management | Physical Stock Verification | Documentation & Reporting | Material Segregation & Storage | Procurement & Vendor Coordination | Site Material Requirement Coordination

EDUCATION

Intermediate – Sri Chaitanya Junior College, Rajahmundry (2016)

SSC – Thirumula Proactive School, Katheru (2014)

COMPUTER SKILLS

MS Office (Excel, Word, Outlook) | ERP-LN | Internet & Email Handling

LANGUAGES

Telugu | English | Hindi

PERSONAL DETAILS

Date of Birth: 11 April 1999 | Nationality: Indian | Marital Status: Married

Yanamadala Akhil Sai Kumar