

ABHISHEKH KUMAR SINGH

MATERIAL ADMIN

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PROFILE SUMMARY

Material | Logistic Admin looking for start new and challenging role in material | supply chain | Inventory | Stock | Store management industry. Where I can enhance my 6+ year experience of Material, Supply chain, Inventory, Stock management industries, skilled leadership to maintain quality of services, achieve company's goals and objectives.

AREA OF EXPERTISE

SAP Material Management (SAP MM) | SAP Plant Maintenance (SAP PM) | JDE E1 | Oracle Material Management | Inventory Planning and Control | Material Requirements Planning (MRP) | Material Management | Supplier Management | Inventory Document Development | Item Tracking | Logistic Operations | Managing 3rd Party Logistics Providers | Supply Chain Management | Organizational Abilities | Management Skills | Microsoft Office | Effective Written and Oral Communications Skills | Material Planning | Material Expediting and Logistics | Purchase Order Placement Process | Material Forecast | M.I.S Report | MTO Designer | Web Development (using PHP & WordPress) | Operational Excellence | Shipping & Receiving | Demand Planner | Demand and Supply | Social Media Marketing | E-Commerce Marketing | Analytical Skills | Project Management | Time Management | Technical Support | Administration | Organization Skills | Office Administration | Accounts Receivable (AR) | Bookkeeping | Interpersonal Skills | Entrepreneurship | Problem Solving | Supervisory Skills | Sticker printing and management with bar coding | Data Entry |

PROJECT

LACC, TOTAL, SHINTECH, GRAYWOLF, MODEC, S.K, TP-10, CALCASIEU PASS.

EXPERIENCE

Shaw (Former McDermott International / CB&I / Shaw Nass)

Asker, Bahrain

SAP Material Administrator

2ND Dec. 2017 – Present

- Forecast supply and demand to prevent overstocking and running out-of-stock (OOS).
- Enter purchase details (vendor's information, invoices and pricing) into internal databases.
- Place orders to replenish merchandise as needed.
- Evaluate suppliers' offers and negotiate profitable deals.
- Coordinate regular inventory audits.
- Collect the data of stock materials physically from the warehouse
- Transfer data from paper formats into database systems
- Type in data provided directly from suppliers and end users
- Create and manage spreadsheets with large numbers of figures
- Verify data by comparing it to source documents
- Identify and suggest for any update on the existing data
- Perform regular backups to ensure data preservation
- Print labels and barcodes for the materials and affix them on to items
- Control all the Warehouse related IT readiness
- Control inventory levels and ensure availability of material during emergencies.
- Manages and supervises the inventory transaction processes to ensure inventory accuracy and timeliness.
- Confers and advises departments and project personnel on inventory or inventory management related issues.
- Coordinates the generation of pick tickets, cycle counting sheets, and physical inventory sheets and is responsible for maintaining the accuracy of the on-hand inventory count.
- Prepares statistical and information reports on material coordination and warehouse activities.
- Support administration and data entry of physical inventories.
- Manages daily cycle count activities including investigating and resolving variances, approving where appropriate.
- To coordinate the availability of shipping documentation and feed the warehouse data base with proper information.
- Co-ordinate any necessary action to support customs clearance of materials.
- To start the application for insurance claims related to materials damaged during transportation or erection.
- To initiate claims against vendors for missing materials and/or non-conformity with the relevant purchase order.

B.S.T Engineering
Material | Logistic Coordinator
Material | Logistic Controller

Haryana, India
05th Jan. 2016 – 30th Nov. 2017
04th Jul. 2013 – 20th Dec. 2015

- To arrange warehouse logistics according to the instructions of the Site Manager.
- Negotiate and support logistics costs meant for 3rd party logistics providers assisting yearly budget goals.
- To arrange warehouse logistics according to the instructions of the Site Manager;
- To manage information relevant to arrival of materials at site and their availability at the warehouse.
- To coordinate the availability of shipping documentation and feed the warehouse data base with proper information.
- Receive products from vendor deliveries and unload trucks at the loading docks.
- Negotiates rates with the carrier agencies to improve productivity.
- Make reports include inventory of stocks, dead stock, consumption and manpower.
- Maintain store's cleanliness and health and safety measures.
- Understand and manage Product Knowledge and be responsible for Store Team Members.
- Supervise loss prevention education, training and awareness programs.
- Assume responsibility for loss prevention compliance within store.
- Exceed Inventory and Shrink goals and maintain bi-annual Physical Inventory.

Qualification

Academic Year / Class	University / Board	Year of passing	Percentage
M. B. A	Sikkim Manipal University-DE	Pursuing	-
Graduation	J. P University	2015	78
Intermediate (12th)	M.P Inter collage-Gorakhpur	2012	60
Matriculation (10th)	S. V. High School - Siwan	2010	61.2

Certifications

	Year of Completed
Course	
Web Designing	Jun-15
PHP	Jun-15
C++	Jul-14
C	May-14
ADCA	May-13

Passport details

Passport No.	Date of Issue	Date of Expiry	Place of Issue
N1136272	06 th July 2015	05 th July 2025	Patna, Bihar

Personal strengths

- Establishing good working relationships with colleagues.
- Ability to negotiate and influence.
- Integrity, humility and an entrepreneurial attitude.
- Friendly and upbeat attitude.
- Self-Motivated.
- An effective communicator with client relationship management skills with ability to relate to people at any level of business and management.
- Ability to work without the need for direct supervision, multi-tasking, and timely completion of all assignments.
- Good Communication Skills.

Declaration

I hereby declare that all the above given information is true and correct to the best of my knowledge.

Date:

Abhishek Kumar Singh

(Signature)