

CURRICULAM VITAE

Rahul Tiwari

Address:- MO.- Nawapura

Post- Doharighat, Mau, 275303

Mobile: 9540624489

E-mail:garg.rahul256@gmail.com



Personal Profile :

A result oriented and Assertive individual seeking to achieve aims and goals of the organization with complete dedication, diligence, professionalism, discipline and sprit of team work while aspiring to take on higher.

Post Applied For: "Store officer"

Work Experience :

- **1st January 2014 – 1st June 2017** Worked as Store Officer at **Mc Graw Hill Education at Delhi**
- **1st July 2017 - 1st January 2024** " Oil & Gas And Contractions " Store Officer" at **RBM Infracon Ltd.(Nayara Energy Ltd) Jamnagar, Gujarat .**
- **10th Feb 2024-Present (Reliance Refienery Ltd) Store Incharge"** at **AR Engineering Co. Jamnagar, Gujrat.**

Education :

- Passed (12th) from U. P. Board, Allahabad in **2009.**
- Passed (10th) from U. P. Board, Allahabad in **2007.**

Technical Qualification:

- 3 Years Diploma in Mechanical Engineering (Polytechnic) with 67% marks from IASE Deemed University in **2013.**
- Relevant Modules:
 - Industrial management
 - Theory of Machines
 - Machine Design
 - Major Project Work

Job Responsibilities:

- Maintained store facilities to ensure smooth functioning – made arrangements and placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep of various appropriate records of material received.

- Received deliveries of new equipment and ensured and ensured that all the supplies were in proper order- stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- Issued supplies as per the demand of the clients and maintained records of payments.
- Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.

Job Duties:

- To exercise general control over all activates in store department.
- To ensure safe keeping both as to quality of materials.
- To maintain proper records.
- To initiate purchase requisitions for the placement of stock of all regular store items whenever the stock level of any items of store approaches the minimum limit.
- To check and receive purchased material forwarded by the receiving department and to arrange for the storage in appropriate places.
- To reserve a particular materials for a specific job when so required.
- To issue material only in required quantities against authorized requisition note. Material lists.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

Other Skills:

- MS Office, Email
- Having Good Knowledge of computers and comfortable with Internet.

Strengths:

- Excellent Technical skills.
- Good problem solving ability and analytic skills.

Personal Details :

Father Name:: Mr. Ramakant Tiwari
D. O. B. : November 4, 1992
Nationality : Indian.
Languages Known: Hindi, English (Read, Write & Speak).

Place:
Date:

(Rahul Tiwari)
Signature