

Resume

Name : Kartik Vijay Lohar
Mobile : +91 8308720560
EMail Id: - kartiklohar9272@gmail.com

Objective

To obtain higher level of excellence that offers professional growth and to utilize a resource for all kind of challenges.

Strengths

- Achievement oriented and ability to manage change with ease.
- Sincere, Hard Working and Trust Worthy.
- Perseverance, hard work and Enthusiasm for learning new things.
- Willing to work as team player under kindly guidance.
- Good verbal and written communication skills.

Education

| Examination | Board / University | Year of Passing | CLASS |
|---|--------------------|-----------------|-----------------------|
| S.S.C | PUNE | 2018 | 2 nd Class |
| H.S.C | PUNE | 2020 | 2 nd Class |
| Diploma in Electrical Engineering- 3 rd Year | PUNE | 2022-23 | Pursing |

OTHER EDUCATION

- MS-CIT
- Material management training
- ERP System Training
- Having good Knowledge of Microsoft Excel and Word.
- Well versed with Internet Usage and related knowledge.

Organizational Experience

1. Company : **Vilas Javdekar Developers**
• Designation : Store Keeper.
• Duration : 01st August 2021 to 14th March 2022
2. Company : **Vilas Javdekar Developers**
• Designation : Store Assistant.
• Duration : 15th March 2022 to 28th February 2023.

Job Responsibility

- Daily checking of stock. Keeping stock in protected Environment to avoid damages & losses.
- Monthly preparation of stock statement.
- Coordinate with Store In Charge regarding M.R. & Available stock.
- Maintain proper records of goods received, goods issued, quantity of stock & rejected material.
- Checking the DC, Invoices of Vendors with respect to Quantity supplied.
- Coordinate with Store In Charge & Project Eng.. for Quality & Quantity variations if any.
- Coordinate with Venders for smooth delivery of goods at site.
- Removal of dead stock if any.
- Maintaining records of Goods Inward Report after perfect checking of all particulars in challan and slips.
- Category wise material' ledgers, suppliers bills records.
- Maintain material issue record to contractors
- Prepare and update stock statement sheet at the end of each month by physical checking of goods.
- Handling Audit.

3. Company : **Shevi Group**
• Designation : Store Assistant.
• Duration : 01st March 2023 to 30th March 2024

4. Company : **Yashempire Developers LLP**
 Designation : Store Executive.
 Duration : 1st April 2024 to Till date

Languages known

I can speak, read & write English, Marathi, and Hindi.

Skills

- Interpersonal Communication & Co-ordination skills.
- Worked on ERP software.
- Weighbridge Operating.
- Interest in Advanced Computer & Internet Knowledge.
- Self-motivated and Goal.

Personal information

Name : Kartik Vijay Lohar.

Address : Ashvmedh Society , Behind Kumar Princeville Jadhav Wadi, Moshi, Pune.

Contact No : +91 8308720560

Date of Birth : 25/11/2001

Marital Status : Unmarried

I here by declare that the information furnish above is true as per my belief.

Date: / /
Place:

Yours Sincerely