

# RAJU M. KHANKE

Materials Management & Stores Leader — MBA (Materials Management)

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## PROFILE

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Senior stores and materials management professional with 29 years of experience, currently leading the Stores function as Manager (HOD) at a 2x270 MW thermal power plant. Deep expertise in inventory control, procurement, vendor development, material reconciliation and ERP-driven operations across power, infrastructure, manufacturing and FMCG.

## PROFESSIONAL EXPERIENCE

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### Ideal Energy Projects Ltd. (IEPL 2x270 MW)

Manager — Stores (HOD) • Bela, Nagpur • Sep 2009 — Present

- Prepared SOPs for MRN/MIN and stores activities; location maps for stores areas.
- Material unloading, stacking, tagging and preservation; discrepancy reporting (short/excess/damage).
- Issue of material against MIN with system updates; returnable-material records for contractors.
- Coal & oil accounting; monthly stock statements to bank; material/freight bill verification.
- BHEL (BTG) & MBECL (BOP) vendor follow-up — BBU/SL, sequential erection material, PG-MA posting.

### Larsen & Toubro Ltd. (ECC Division) — TLT Pithampur, Indore

In-charge: Steel Yard, Purchase & Stores • Indore (M.P.) • Mar 2008 — Sep 2009

- Monthly reconciliation of steel, zinc, LDO and other inventories.
- Purchase prioritization, negotiations, comparative statements, PO preparation in EIP.
- Vendor development & rating; scrap (MTN) maintenance & disposal; cycle counts.
- ISO, internal and external audit compliance.

### KEC International Ltd., Butibori

Assistant Officer (Material Management) • Nagpur • Jan 2006 — Mar 2008

- Tracked billets, raw material, WIP, finished material and zinc at factory and VAPs.
- Project-wise production & despatches; shortage records for steel & BNA.
- Supported audits through inventory reconciliation.

### Amway India Enterprises (via Micropark Infotrade)

Warehouse Executive • Nagpur • Jul 2001 — Dec 2005

- Inventory control; online + manual stock movement and daily ledger updates.
- Invoice processing (online & offline); MIS reporting; warehouse supervision and returns.

### Salora International Ltd.

Sr. Godown In-Charge • Nagpur • May 2000 — Mar 2001

- Inventory control and record updates; debtors' ledger and ageing analysis.
- Bank & debtor account reconciliation; invoice processing.

### Vidarbha Iron & Steel Corpn. Ltd. (FACOR)

Accounts Clerk • Nagpur • May 1996 — Mar 2000

- Daily finance position statements; invoice preparation; cash-flow statements.
- Reconciliation of bank, debtors and creditors accounts.

## CORE COMPETENCIES

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Inventory Control • Stores & Warehouse Management • Procurement & Vendor Development • Material Reconciliation & Audit • Logistics & SCM • MIS & Reporting

**Systems:** SAP R/3, JD Edwards, EIP, AS/400, FoxPro, MS Office, Star Office, Lotus Notes

## EDUCATION

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<b>MBA — Materials Management</b>	IIMM & MPBOU	2009	65% (First Div)
<b>Graduate Diploma — Materials Management</b>	IIMM	2008	69%
<b>B.Com</b>	Nagpur University	1994	58%
<b>HSSC</b>	M.S.E. Board, Pune	1991	60%
<b>SSC</b>	M.S.E. Board, Pune	1989	51%

## PERSONAL DETAILS

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Date of Birth: 15 August 1973 • Nationality: Indian • Marital Status: Married • Languages: English, Hindi & Marathi