

Duration: From Nov. 2013 to Feb. 2016

Company Name: Klasspack Pvt. Ltd. (Nasik)

Position: Store & Dispatch Executive

Job Profile:

- Preparing GRN (Goods Receipt Note).
- Material Inward out ward records.
- Preparing Indent & local Purchase order.
- Raw Material Reconciliation.
- Maintain Raw material Stock Month wise, Item wise.
- Preparing monthly stock statement report.
- Update Part I & Part II Entry.
- Follow Up the material that sends for job work & close 57(F) 4 challan.
- Dispatch the material as specified packaging and preservation.
- Arrange Dispatch Material & follow up production dept.
- Follow up transporter dispatch material.
- Receiving the all incoming Material – Qty. checking of incoming Material.
- All Material items & parts preservation in proper condition.
- Prepare 57a (F) 4 & follow up job work material.
- Reconciliation for job work material close challan.
- Manage day to day activities of receipt, storage & dispensing of incoming raw materials maintaining the FIFO.
- Maintain in system Job work Stock & Raw Material stock.
- Maintain minimum stock level & use kanban system.

Duration: From Jan 2009 to Oct. 2013

Company Name: PowerDeal Energy Systems (I) Pvt. Ltd.

Current Position: Jr. Officer (PPC)

Job Profile:

- Preparation OF BOM (Bill Of Material) from Shop sketch
- Procurement Planning up 1% to 2% Wastages (Material Procurement)
- Raise Raw material Indent & Purchase Order
 - 1) Job Card & Rout Sheet Preparation.
 - 2) Preparation Batch wise & Destination wise Bundling Plan
 - 3) Job Card Wise Cutting Plan in minimum wastages
 - 4) Prepared Customer Inspection List.
 - 5) Prepared Dispatch Packing List.
 - 6) MIS (Management Information system).
 - 7) Preparation Monthly Plan & Monthly Review
 - 8) Steel Inward Note (SIN & MRN)
 - 9) Steel Issue for Production Length Wise & Section Wise As per Cutting Plan
 - 10)Raw Material Reconciliation with PO & Actual Received material
 - 11)Preparation Annual Report
 - 12)Raise Raw material Indent

- 13)Raw material follow up with Procurement (Purchase) department,
14)Co-ordinate with Production & Despatch department for timely batches completion.

Development Activity:-

- Packing & Preservation View.
- 5 S of House keeping in store.
- Inventory Control & Analysis.
- MIS- Daily report of Material & production Receipts & Issue.
- Material Management i.e. loading, unloading, weighing etc.
- Supplier & Customer Communication

Academic Credentials:

- **Bachelor of Commerce** passed in 2006 from K.T.H.M College, Nasik, which is affiliated to the University of Pune. **Secured pass class.** (50%)
- **Higher Secondary Certificate** (Standard XII- Commerce): Passed in 2003 from K.T.H.M. College, Nasik, this is affiliated to the Maharashtra Board. **1st Class. (64%)**
- **Secondary School certificate** (Standard X): passed in 2001 with **1st class (60%)**

Computer Skills:

- MS-CIT Certified
- Tally 9.02 Version
- SAP System B1
- Oracle System
- Well Command on Computer Basic like Microsoft Word, Excel, and Internet.

Total Work Exp.: 10 Year

Personal Details:

Date of Birth : 1st July 1986
Marital Status : Married
Relevant Exp. : Store, Dispatch, Planning & Purchase
Gender : Male
Languages Known : Marathi, Hindi & English

To best of my knowledge the above information is Correct.

Your Faithfully

Place: - Nasik

Date: -

Sandip Chavanke