RESUME

Sandip Somnath Chavanke Permanent Address:

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Objective:

To obtain a stable situation with a development-oriented company in the area of administrative background where my high regard for loyalty, capacity for hard work and diligence should be merited and a reason for job security, job satisfaction and unlimited promotional prospects.

Education Qualification: B.Com with Pass class in April 2006 (Pune University)

Work Experience:

<u>Duration:</u> From May 2016 to till date

<u>Company Name:</u> R.D. Engineering Pvt. Ltd. (Sinner)

Position: Store Incharge & Purchase Officer

Job Profile:

- To create the GRN in SAP System.
- Preparing stock statement on daily basis.
- Sending dispatch details to customer and Couriering the dispatch details to customer.
- Coordinating with suppliers / transporter and with local warehousing for local purchase.
- Prepare Material Indent & supplier wise purchase order.
- > To received & issue materials on day to day basis with proper documentation.
- Updating stores entries in systems & manually on day to day basis.
- Maintaining the reorder levels of Bought out materials / spare parts / Raw Materials.
- Preparation of monthly receipts / consumption details.
- Preparation of stock report by physical checking & reporting variations, if any.
- Reviewing of pending Purchase order weekly and follow-up with supplier for delivery.
- Receipt/preservation/issue of various materials physically and in system.
- Monitoring and Reconciliation of Job work materials physically and system.
- Ensure discipline, Safety & 5S workplace in store Areas.
- Takes Monthly, Half yearly and annual inventory and make reports.
- Segregated & Identify Storage for Rejection & Scrap.
- > Daily Communication with transporter / Supplier / Production & other department.
- ➤ All Purchase Invoice & Transport bills checking & send to submit finance & A/c Dept.
- Collect the quotes from the supplier and make the comparison chart with last cost and selling price for the approval.
- > Correspondence and dealing with suppliers, carriers etc, regarding shortages, rejection etc., reported by the purchase dept.
- > Reviewing of pending purchase requisition daily basis for sending enquiry to supplier.
- Verification and passing of suppliers bills to see that payments are made promptly.

<u>Duration:</u> 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.

<u>Duration:</u> From Jan 2009 to Oct. 2013

<u>Company Name:</u> PowerDeal Energy Systems (I) Pvt. Ltd.

<u>Current Position:</u> 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. **1**st 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