

Nilesh Ashok Jadhav

E-Mail: njneek@gmail.com

Contact: +91 8010196757

To work for an organization in a responsible position where I can harness my skills and utilize them for mutual growth.

Work Experience

**December 2019 to till Date UltraTech Cement Ltd. In Aditya Birla Group
Join as "Executive Logistics and Plant Coordination"**

Job Responsibilities: -

1. Providing the availability of packing materials and raw materials in the Manufacturing Plant.
2. Ensure stock availability at Warehouse.
3. Products manufactured as per requirement or Plan against Monthly Forecast.
4. Vehicle & Dispatch Planning.
5. Outbound Operation.
6. To Coordinate with Secondary Transporters for timely Dispatch of orders.
7. Timely Dispatch and Clear all Sales Order.
8. Inventory.
9. Coordinate with Marketing Team & Plant Management to fulfil the Market Requirements.

Reporting:

- BPD Head.

Key Performance Indicators

- Production Accuracy as per Market Demand.
- Inventory Accuracy.
- Maintain Daily Minimum Stock Level.
- Dispatch Accuracy with 0 (ZERO) Pendency.

**August 2019 to 21 Dec. 2019 in Future Supply Chains Solutions Ltd.
(Working on General Mills Project as Logistics Executive)**

Job Responsibilities: -

1. Inbound Operations
2. Outbound Operations
3. Inventory.
4. WMS Operations (Infor)

Reporting:

- DC Manager.

Key Performance Indicators

- Inventory Accuracy
- Daily PDP Customer vehicle loading.
- Dispatch Accuracy

**April 2018 to July 2019 Ivory Soap Work Ltd. Ambad, Nashik
As "Logistics Executive"**

Role Summary for Ivory Soap Works.

- The Warehouse supervisions & executes all operations at the Factory. Is responsible for stock tally and timely dispatch of orders as per the Invoice as well as responsible for hygiene & Safety of the warehouse.
- The Handle of Material Import and Export in the factory.

Job Responsibilities: -

1. Inbound Operations (Import & Domestic)
2. Outbound Operations (Export & Domestic)
3. Inventory.
4. Container Planning
5. Maintain a 100% FIFO Method.

Reporting: -

- Daily Perpetual Inventory, Details sharing to Factory Manager.
- Weekly Housekeeping report.
- Daily BIN Card utilization report.

Key Performance Indicators

- Inventory Accuracy
- Daily PDP Customer Vehicle Loading.
- Dispatch Accuracy
- Warehouse Safety & Hygiene as per company policies.

Nov-2011 to April.2018 Empire Spices & Foods Ltd. Nashik

As "Logistics Officer"

Responsibilities: -

- The Warehouse supervisions & executes the vehicle loading and unloading at the Sales Depot. Is responsible for stock tally and timely dispatch of orders as per the loading slip as well as responsible for hygiene & Safety of the depot.
- Responsible for Update Bin card with complete information of Receiving date / Sending site Name / Material Description & Code / MRP / Received Qty. / Balance Qty. / and counter sign on the bin card for stack.
- Responsible for Inbound All Activity.
- Responsible for Transport freight bill, checking, or Booking in System.
- Responsible for Documentation & E-way bill.
- Ensure stock availability at Warehouse.
- Day to Day Co-ordination with Sales Team for order execution.
- Monthly MIS to senior leadership & HO Team.
- Responsible for Inventory Accuracy & Dispatch Accuracy.
- To control the logistics cost and timely MIS relating to Logistics.
- Coordination & communication with HO & division regarding dispatches.

July 2011 - Oct 2011 with Gogad Warehouse, "Bharat Petroleum Corporation Ltd.", Nashik as "Warehouse Executive"

Responsibilities: -

- Working on SAP. Order Creation to Invoice
- Generation, Capture Excise, GRN, GRI, GRO, STN, PO,
- Maintaining all register & filling.
- Maintaining RG 23D in Excel & Manual Register.
- Follow up for Overdue Payment.
- Physical Inventory & getting per Month Physical Stock.
- Make LR & Octroi Copy.
- Maintaining the FIFO Method.

Achievements

Won **Best Employee Award** in 2011-2012 of **Empire Spices & Foods Ltd. Nashik.**

Academics

Educational Background

Level....: - B.A. (Political Science)

Name of

Institution: K.T.H.M. College, Nasik

Class: - IIND Class

University: Pune University

Passing Year: - July 2008

Level.... - HSC (Art's)

Name of

Institution: K.T.H.M. College, Nasik

Class: - IIND Class

Board: - NASIK

Passing Year: - July 2005

Level.... - SSC

Name of

Institution: Shir. Rangdas Swami Post

Basic High School, Anne,

Tal: - Junnar, Dist.: - Pune

Class: - IIND Class

Board: - PUNE

Passing Year: - July 2003

Other Qualification & Computer Literacy

English Typing @40w.p.m. Marathi @30 W.P.M

SAP, ERP, MS excels, MS Offices, Internet Surfing & MS PowerPoint.

Personal Information:

- **Date of Birth:** 1st December 1987
- **Permanent Address:** Room No. 844, Near NMC School,
Adgaon Panchavati, Nashik-422003.
- **Marital Status:** Married
- **Languages are Known:** English. Marathi, Hindi

Place: Nasik

Nilesh Ashok Jadhav