

RESUME

MR. RAMESH NARAYAN SONAWANE

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Dist –Jalgaon

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Career Objective :

The work in challenging & responsible position in the field of **STORE/WEREHOUSE, LOGISTICS, DISPATCH**, become valuable resource for the organization.

Professional Qualification :

| Course | Year of Passing | Percentage [%] |
|-----------------------------------|-----------------|------------------|
| DSM – Diploma in store management | 2017 | 70.05 |
| ITI – Wireman | 1997 | 72.69 |

Educational Qualification :

| Course | Year of Passing | Percentage [%] | Awarding Authority |
|--------|-----------------|----------------|--|
| B.Arts | 2001 | 62.33 | North Maharashtra University, Jalgaon |
| HSC | 1997 | 55.50 | Maharashtra State Secondary & Higher Secondary Board, Nashik |
| SSC | 1993 | 60.00 | Maharashtra State Secondary & Higher Secondary Board, MUMBAI |

Work Experience :

The Supreme Industries Ltd. Gadegaon , Jalgaon [PVC manufacturing]

Period : Dec. 2007 to Till Date. **Designation** : Executive

Store Operation :

- # Prepared and maintained books of SAP
- # Responsible all transition like indent [P R], GRN & Material Issue.
- # Maintain material Max. & Min.
- # Responsible of canceled and damaged items back to vendors as goods rejection note. **[RETURNABLE OR NON RETURNABLE GATEPASS]**
- # Maintain Store operations activities including shifting and receiving, deliveries.
- # Coordinating stock, documenting store transactions, maintaining records of storage Of inventory .
- # Handling all store activities & handling SAP System.
- # Responsible of Daily & department wise consumption report
- # Preparation of store activity like PR, Issue, outside & inside job work RGP material activity.

Warehouse Operation :

- # Use of refurbished material from site return material lying at warehouse.
- # Accuracy of inventory lying at warehouse [Stock report Vs. Physical].
- # Availability of material for deployment and order & material as per requirement/ Indent/Roll out plan.
- # Implement warehouse & inventory processes as per corporate guidelines & get the successful audits.
- # Inventory Age : for 90days lying should be minimum at the circle, coordinate with deployment & order & material department for timely consumption of inventory as per their requirement raised/orders.
- # To carry out periodic scrap disposals for declared scrap items lying at Warehouse.

Total Dispatch & Logistics Operation :

- # Group work with manpower handling, preparing loading sheet [Delivery Note] or packing list.
- # Co-ordinate with marketing & customer care dept.
- # And also handling billing activities, documents like other issues documents generate.
- # Material recovery – within 15 days of requisition from project.
- # Set department / division goals based on companies plan.
- # providing the tankers/trucks to the plant as per dispatch order received from local sales dept, implement schedule and any change on last movement, checking the barge after unloading.
- # Sending daily report to all logistics team and management, checking pending LR and communicating with the operator/staff, arranging transport for inbound & outbound.
- # participate in corporate sales planning and responsible for ensuring high customer satisfaction through end to end services, handling factory logistics function.

Computer Proficiency :

- # Working knowledge of various application packages like **SAP, ERP 9, MS Office,**
- # Well versed with MS-Excel, MS-Office.
- # Familiar with the use of internet applications.

Strengths :

I am industrious, honest and self motivated with positive attitude towards my career & my life.

I am flexible, consistent, like to work in team, leadership, co-ordinate work related operation and so as accepting any challenge work related any time .

Personal Details :

- Date of Birth** - 29th May 1977.
- Marital Status** - Married
- Languages known** - English, Hindi, and Marathi.
- Hobbies** - Watching movies and traveling.

Declaration : I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

MR. RAMESH N. SONAWANE

