

RAKESH RAJARAM DARDE

Room no.21, Sant Sai Committee, Singh Estate,
Road no.5 Kandivali (East)
Mumbai-400101

Email id : - rdarde143@gmail.com

Mobile No: - 8976632005

Objective

To use all my experience and qualification to achieve utmost success, while realizing the goals of the organization

Career Profile

MAY 2014 to JUNE 2017

A.B.JOG & CO.(CHARTERED ACCOUNTANT)AS A AUDITASSISTANT

- Compare inventories to office records or computes figures from records such as sales orders, production records, or purchase invoices to obtain current inventory
- Review and investigate daily reports directed by Auditor
- Working at or above established productivity standards

JULY 17 to MARCH 20

WORK AT CARGO 365.AS A WAREHOUSE OPERATION EXECUTIVE.

- Plan and supervise the shipments from Customer to the end-user
- Schedule daily and weekly routes
- Track orders using functional systems Using barcodes and tracking software
- Coordinate with Warehouse_Workers to ensure proper storage and distribution of products
- Ensure shipping documents are properly filed
- Direct activities related to dispatching, routing, and tracking transportation vehicles,
- Verify and resolve customer or shipper complaints.

NOV 2020 to TILL DATE

WORK AT PRAMA HIKVISION INDIA PVT.LTD.AS A WAREHOUSE EXECUTIVE.

- Responsible for all incoming & outgoing.
- Responsible for timely Unloading of stocks received from Vendors as per Purchase order terms.
- Verify correct quantity as well as visual inspection & check the other parameter as per company policy
- Inform to the manager for damages, shortages materials etc
- Ensures that the right quantities, quality and other specifications of Inventory are received as per purchase order
- MIS Management & maintain the Dash board
- Knowledge of Transit E-way bill & other statutory requirement
- Inventory Management
- Stock audit and reconciliation
- Maintain the record for incoming & dispatch documents
- Manage the labour/workers property

Qualification

- Completed graduation from Mumbai University with pass class in a year 2011.
- Completed H.S.C. from Mumbai Board with First Class in a year 2008.
- Completed S.S.C. from Maharashtra Board with First Class in a year 2006.
- Online Import Export course.

Exeperiance

- Sound knowledge of supply chain management
- Experience preparing and tracking orders
- Problem-solving abilities
- SAP Software handling
- Microsoft office Excel with VLook up, Lookup etc.
- Outlook & Email & Internet Surfing
- Typing Speed 35-40 w.p.m.

Personal Information

Name : - **RAKESH RAJARAM DARDE**

Place of Birth : - Mumbai.

Date OF Birth : - 14th May 1990

Gender : - Male.

Languages Known : - Marathi, Hindi, English.

Marital Status : - Single

Nationality : - Indian.

Hobbies : - Music & Traveling.

DECLARATION

I here declare that all statements made in this application are true & Correct to the best of my Knowledge and belief.

Place: Mumbai

Date :

(RAKESH RAJARAM DARDE)

