

## SAMEER SHIVAJI SHINDE

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### Career Objectives

Effectively organize and coordinate all logistical operations across the entire supply chain. Equipped with a comprehensive strategic planning and executive managerial skills with positive behavior. Learn each and everything that contributes best for the growth of the organization by continuing developing and sharing my skill ability.

### Technical Skill

- MS-CIT Certification from Data Point & exam scored 72%
- MS-OFFICE ( MS-WORD, MS- POWER POINT, MS-EXCEL, MS-OUTLOOK)
- SAP Operation process

### Academic Qualification

Name of the Exam/Course	Name of the Board/University	Year of Passing	Percentage/SGPI
Travel & Tourism	Mumbai University	Oct 2013	74.00%
B.Com.	Mumbai University	March 2011	53.63%
H.S.C	Maharashtra State Board	Feb 2008	53.33%
S.S.C.	Maharashtra State Board	March 2006	40.40%

### Experience

**Total Experience in Logistic & Warehouse (6+ years)**

## H&R India - Assistant Manager

- Company Name : **H&R India Sales Private Limited**
- Designation : **Assistant Manager – Customer Service & Logistics**
- Experience : **8 months**

### About Company :

The H&R Group from Hamburg, Germany, is a leading manufacturer of mineral oil specialties like white oils, petroleum jellies, paraffin waxes, lubricants, motor oils, base oils, process oils, cable filling compounds, ozone protection waxes, plasticizers, cosmetic and pharmaceutical raw materials and more.

### Job Responsibilities

- Managing customer service, following up with customers for Purchase Order.
- Review the availability of the FG with counterparts ( Germany , US , Thailand , China ).
- Provide the customer status of their order , generate sales order and provide ETA of consignment.
- Clearance of Imported material from various countries.
- Supply chain planning of imported consignment to local Indian customers.
- Logistics support to customers for door delivery.
- Coordination with CHA for clearance of consignment, Coordination with Surveyor to receive as well as dispatch the cargo from port as well as storage facility.
- Coordinate with shipping lines and CFS station in case of issues in clearance.
- Follow up with transporters to lift the cargo from port to customer end.
- Follow up with customers till consignment reaches at door as well as for payment.
- Coordination with the internal department for vendor payment as well as receivables.
- Production planning & forecast for every month.

## KK Chempro - Warehouse In-charge

- Company Name : **KK Chempro India Private Limited**
- Designation : **Warehouse In-charge**
- Experience : **2.25 years**

### Job Responsibilities

- Supervise the warehouse, dispatch and receiving. ( 45 Employees)

- Conducting cycle counts on over 1000 different part numbers, and holding 96% accuracy rate.
- Ensure parts are pulled accurately and in a timely manner.
- Worked in Tally and ERP Baan System for Inward and Outward Material
- Tacking on transporter for delivery on time to time on customer place
- Maintaining all process and functions within a busy warehouse
- Delivery note, Gate pass & receiving report
- Material Receiving and GRN Posting to company System
- File Maintaining for all outgoing/incoming materials.
- Looking forward in loading and unloading material billing worker issue and safety in warehouse while working
- Weekly Cycle count
- Maintaining all report of inward outward GR stock report Billing and purchase Report in excel as well as in Pivot table
- Maintaining Work attendance as well as salary process on monthly basis
- Providing daily Safety training in the warehouse and maintaining reports on a daily basis in excel.
- Handling Transporter fair and coast also Negotiate in quotation. Tracking LR on time
- Providing dispatch to the party on time to time as per Delivery Note prepared.
- Provide the customer status of their order , generate sales order and provide ETA of consignment.

## Godrej & Boyce - Warehouse supervisor

- Company Name : **Godrej & Boyce**
- Designation : **Warehouse Supervisor**
- Experience : **10 months**

### Job Responsibilities

- Supervise the warehouse, dispatch and receiving. ( 108 Employees)
- Conducting cycle counts on over 1000 different part numbers, and holding 96% accuracy rate.
- Ensure parts are pulled accurately and in a timely manner
- Worked in Tally and ERP Baan System for Inward and Outward Material
- Tacking on transporter for delivery on time to time on customer place
- Managing all process and functions within a busy warehouse
- Material Receiving and GRN Posting to company System
- File Maintenance for all outgoing/incoming materials.
- Looking forward in loading and Unloading material billing worker issue and safety in warehouse while working
- Weekly Cycle count
- Delivery note, Gate pass & receiving report

## Digi Comp Complete Solution

- Company Name : **Digi Comp Complete Solution**
- Designation : **Store Keeper**
- Experience : **4.5 years**

### Job Responsibilities

- Handling Challans, Bills, GRN & Stock Statement
- Weekly procurement delivery report, cycle count.
- Maintaining Daily Inward and Outward Material register as well as in excel sheet
- Store management & complete utilization of store space
- Inventory Management (Direct Material & Receipt) Handling all store Documentation
- ERP Software (Maintain Inventory, stock statement, Purchase Order, GRN)
- Handling calibrated Instrument & responsible for dispatch
- Coordination with Production department, Planning department, purchase department & Account Department
- Material Receiving and GRN Posting to company System
- File Maintenance for all outgoing/incoming materials.
- Looking forward in loading and Unloading material billing

### Inventory Management

- Implementing process inventory from origin to point of consumption.
- Provide data of inventory to the marketing team & client.
- Generate daily dispatch reports for custom officers.

## DHL

- Company Name : **DHL**
- Designation : **Store Keeper**
- Experience : **9 months**

### Job Responsibilities

- Working in dell in rama department forwarding mails to dell regarding defective part of dell doing RMA Out.
- Supervise all pick and inbound/ outbound operations.

- Manage workload activities in the absence of the Warehouse Manager.
- Handling the warehouse daily or updated of GRN Cycle Count, warehouse activity.
- Handling, all incoming and outgoing Materials. Material Receiving and GRN posting of company System,
- Looking forward in loading and Unloading material billing worker issue and safety in warehouse while working
- Conducting cycle counts on over 800 different part numbers, and holding 95% accuracy rate.
- Maintaining All GID Reports of Damage material.
- Working in Software E-log for Receiving and Dispatched.

### Interests

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- Playing Guitar and Singing, Listening to Music, Exploring New Places

### Personal Details

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**Address** : B-802, Tulsi Height, Sector-22, Plot-25, Near Khandeshwar Station, Navi Mumbai - 410 209

**Date of Birth** : 20<sup>th</sup> June 1988

**Language Known** : English, Hindi, Marathi

**Passport no** : J0192182