

# RESUME

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## **Sagar Ranjan Jadhav**

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“Hello greetings of the day, My Name is Sagar Jadhav and I have 7 years' of Work experience in the manufacturing and Service providing Industry, as a Stores Executive and Customer Service Executive as well, and I am currently working with ESDS Software Solutions Ltd. As Senior Stores Executive. I am Proficient in MS Word, Excel, and PowerPoint, and communication skills”

### ➤ **Senior Stores Executive**

- Working as a Senior Stores Executive.
  - Handling IT and Data Centre Stores Activity on a daily basis.
  - Update day-to-day work in an Excel sheet.
  - Provide exuberant service support to internal customers.
  - Maintain the asset's financial record.
  - Coordinate with Other Locations Stores persons (Mumbai, Bengaluru, Delhi, Mohali)
  - Inward material as per Process and making Goods Receipt Notes in Tally on a daily basis.
  - Knowledge of Handling Store related inward and outward activities.
  - Knowledge of FIFO, LIFO, and WIP stock, RAW, ROL, FSN, and ABC material activity.
  - Knowledge of after-sales support.
  - Arrange Goods Vehicles and Coordination with Transporters for IT and DC material transporting to various locations.
  - Coordinating with Purchases for PO, Sales invoices, and E-Way Bill.
  - Also have Knowledge of making PO, Sales invoices, and E-Way Bill in Tally Software.
  - Knowing technical Knowledge of IT and Data Centre related material.
  - Development and Implementation of SOPs, and Coordination for Audits.
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### ➤ **Working Skill –**

- Soft Skills in Customer Support, Communication, Team Work, and Management, Inventory Control.
  - MS Office, MS-EXCEL, PowerPoint, MIS
  - Good knowledge of Tally ERP and Tally Prime.
  - Good communication knowledge in Marathi, Hindi, and English.
  - Prepare Data analysis report.
  - Handling Customer queries.
  - GRN, PO, Sales Order, BOM, Invoice, E-Way Bill.
  - Inventory Management.
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### ➤ **EDUCATIONAL CREDENTIALS**

- Commerce Graduated in 2015 from Pune University.
- High School 2008 from Pune University.

### ➤ **CERTIFICATIONS –**

- Tally ERP, Prime, CCC, Typing ENG-30 WPM and 40 WPM.

➤ **PROFESSIONAL EXPERIENCE**



● **ESDS Software Solution Ltd**

**(Working Since November 2021)**

ESDS provides Cloud Solutions and Services for government ministries & companies and corporate entities across sectors such as BFSI, manufacturing, IT and ITES, telecom, real estate, pharmaceuticals, retail, and education and in several countries across the APAC region, Europe, Middle East, the Americas, and Africa.

- Operate Stores Activity from HO Nashik (Co Offices Mumbai, Bangalore, Delhi)
- Inward IT Material as well as Non-IT Material.
- Check quantity as per PO also check every unit physically whether it is damaged.
- Inform to purchase Team regarding the received Material
- Verify Invoice with PO.
- Taking Clearance from Internal IT Team for IT material.
- Preparing GRN in Tally, and submitting hard copy of GRN to Purchase department.
- Maintain and update the stock sheet.
- Taking Stock take every month.
- Raised Inventory request to Purchase.
- Material issue as per the requirement as well approval from HODs
- Taking Weekly review meetings with all stores Team Members on Teams Apps.
- Update meeting MOM with HOD.
- Follow-up with purchase regarding Pending Requirements.

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➤ **Job Work / Responsibilities–**

- Reporting to Stores Manager.
- Maintaining Consumable Inventory.
- Maintain MOQ level of stock.
- Prepare Data for KRA.
- Making Returnable and Non-Challan and sending material for Job Work Process.
- Monthly requirement shares with Purchase.
- Make Goods Receipt Note in Tally.
- Responsible for stores related day-to-day activities.
- Updates records in Excel sheets and Company Portal as well.
- Handle Man Power as per requirements.

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● **Teknocrats Control System (I) Pvt. Ltd.**



**(From September 2016 to November 2021)**

'Technocrat's Control System (I) Pvt. Ltd. is an Authorised Dealer of (SIEMENS, SELTECH, AUTONICS & MINILEC) Electronic Products like Temperature Controller, Energy Meter, Volt Meter, AC & DC Drives, Electrical Panels & Various Electronics. Spares etc. The company also takes on various Automation Projects & AMCs (Annual Maintenance Contracts) in the manufacturing sector. The company also builds Electrical Control panels, Agri Starters, and Booster systems, and Electrical panels.

## **Stores Executive (For Manufacturing and Projects):-**

The company is manufacturing Electrical Control Panel, Distribution Panel, and Feeder Panels.

- Lead the Team of 05 in the Stores Department.
- Inward material and verify as per PO with Invoice.
- Make Goods Receipt Note in tally ERP.
- Taking quality approval for 'A' Types of material.
- After QA approval Invoice hard copy is submitted to Account Department.
- Arrange material in their places / Bins/Racks.
- Hand over material to the respective department as per their requirement.
- And make the Delivery Note in Tally as per BOM.
- Coordinating with Different Departments & accepting all Rejections and escalations.
- Taking rejected material and Informing to Purchase.
- Maintain stock on daily basis.
- Apply various Ideas for maintaining stock.
- Sending Material for Job Work with 57F4 Challan.
- Arrange Vehicle for Finish Goods or Job Work.
- Preparing Invoices as well as E-Way Bill as per requirement.
- Help for Material loading and unloading to co-worker.
- Make entries in tally for process the FG.
- Clear all references from Delivery Note for making FG in Tally.
- Maintain 5s in Work place. (Sort, Set in Order, Shining, Standardize and Sustain).

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- **Teknocrat's Control System (I) Pvt. Ltd.**



### **Customer Service Co-ordinator: -**

- Responsible for inbound & outbound Customers Call.
- Provide Service regarding manufactured panels & trading products.
- Prepare failure & analysis reports for faulty units.
- After preparing the failure report, faulty units were sent to the principal company.
- Maintain LR (Transportation and courier) copies.
- In-warding faulty products and making entries in the service book (Excel).
- Responsible for taking Replacement or repairing of faulty products from the principal company.
- Handling customer queries and Co-ordinate with Respective service Persons to resolve the issue.
- Co-ordinate with Principal Company regarding faulty products.
- Responsible for updating service register or service data day to day.
- Responsible for updating the daily activity of Service engineers to HOD.
- Making Return Deliveries Challan for non-repairable products.
- Responsible for making the schedule of AMC's
- Generate Service Invoices and take payment follow-up.
- Responsible for dispatches of repair material to customers.
- Coordinate with the principal company regarding pending service material.
- Prepare DATA ANALYTICS or PQCDM reports for the monthly review meeting.
- Responsible for creating the invoices & other dispatch-related documents.
- Preparing quotation for material repair & service engineer visit.

- Taking Follow-up with the vendor.

➤ **BIG BAZAAR URBAN SPACE RETAIL STORES**

(From Jan 2011 to Till Nov 2011) Sales Executive (Apprenticeship) -

Working in retail stores as a Floor Sales representative in a Utensils and Plastic department.

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➤ **Personal Details**

- **Date of Birth:** 2<sup>nd</sup> FEB, 1992
  - **Marital Status:** Married.
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Date: / /

(Sagar Ranjan Jadhav)