

Shivaji Raghunath Shelar

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OBJECTIVE

Looking forward to work in an organization with a clear industry vision, fast -forward business momentum, a reputation for innovation, a strong commitment for excellence with a work culture that provides a perfect plank for a successful career, and contribute my fullest to the same.

EXPERIENCE

Sales & Dispatch Coordinator

Feb. 2021 To Till date

HMP MINERALS PVT. LTD

JOB RESPONSIBILITIES :-

- o Sales order creation in system, Generating pick & pack list from system. Invoice generating from system
- o Coordination with Sales Executive.
- o Follow up with customer for timely delivery of product
- o Follow with plant for pending order & Reminder mail to the plant
- o collection follows Payment up.
- o Preparing the collection report & making collection entry
- o Generating Quotation, Sales Order, Performa invoices
- o Sales Entry , Purchase Entry,
- o Looking after dispatches and the formalities for the same like preparation for Invoice and Finished Goods.
- o Prepare Daily FG & Raw Material Stock Report
- o Co-ordination with the production department for completing jobs so that material can be dispatched within the time Frame.
- o Receiving the material as purchase order ensuring the stock as Book and Physical tallies. .
- o Responsible for documentation for material discrepancies, transportation damage and assembly line rejection and their disposals.
- o Daily Work Monitoring so as to surface out the root causes leading to deviations from actual Production plan.
- o Daily Shortage reports generation according to production plan.
- o Recycling material dispatching and documentation.
- o Looking For Transportation and Logistics.
Dispatch and receipts recording & control.
- o Fill up all the detail and generate the E way bill.
Maintain proper coordination with planning department.
- o New Vendor development & Co-ordination with vendor.

Dispatch & Store executive

March 2020 To Jan. 2021

ESSDEE PAINTS

JOB RESPONSIBILITIES :-

- o Sales order creation in system, Generating pick & pack list from system. Invoice generating from system
- o Coordination with Sales Executive.

- Follow up with customer for timely delivery of product
- Follow with plant for pending order & Reminder mail to the plant
- collection follows Payment up.
- Preparing the collection report & making collection entry
- Generating Quotation, Sales Order, Performa invoices
- Sales Entry , Purchase Entry,
- Looking after dispatches and the formalities for the same like preparation for Invoice and Finished Goods.
- Prepare Daily FG & Raw Material Stock Report
- Co- ordination with the production department for completing jobs so that material can be dispatches with the time Frame.
- Preparation of GRN and recording of the same in GRN registers.
- Receiving the material as purchase order ensuring the stock as Book and Physical tallies.
- Ensuring the quality of the material and Unloading of material after receiving proper report from the assurance department.
- Responsible for documentation for material discrepancies, transportation damage and assy. line rejection and their disposals.
- Daily Work Monitoring so as to surface out the root causes leading to deviations from actual Production plan.
- Responsible for maintaining 100% "FIFO" for critical components.
- Daily Shortage reports generation according to production plan.
- Recycling material dispatching and documentation.
- Looking For Transportation and Logistics
- Maintaining all the details & trained to Operate ERP systems.
- **INVENTORY CONTROL :-**
- Monitor the physical inventory accuracy of each Material and to ensure it to be above 99% in comparison to the ERP Inventory by Plant and storage location. Ensure that each Material follows the ERP Physical Inventory Process at each month end, by recording the physical inventory into ERP.
- Ensure the Good Warehouse Management practices by regular audit. Ensure
- First-In-First-Out (FIFO) principle is followed for all the products.
- Ensure storage design in a manner to economize on total space required and to maximize space utilization, with minimum capital expense.
- Managing warehouse operations ensuring optimum inventory levels to achieve maximum cost savings with minimum holding of stock.
- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- **Transport and Road Permit/Eway Bill :-**
- Fill up all the Road Permit carefully (as well as pasted the OC Stamp in Required Document). All AD
- vehicle dispatched to the respective destination .
- Maintain proper coordination with planning department.
- Dispatch and receipts recording & control.
- Fill up all the detail and generate the E way bill.
- **Transport Planning :**
- Managing daily transport planning and distribution of the fleet in different location in the best possible way. Selection of the mode of transport keeping the cost effectiveness & urgency of the requirement. Besides this, selection & development of new transport & performance monitoring is also one of the key areas.

June 2011 - July 2019

20 Microns limited

As a computer operator (Accounting) & Supply chain / Godown in charge

CORE COMPETENCIES :

Supply Chain management :

- Tracking & maintaining inventory levels in the assembly and stores for all items required.
- Studying and preparing plans for inventory requirements.
- Coordination with Sales Executive.

- Follow up with customer for timely delivery of product
 - Follow with plant for pending order & Reminder mail to the plant
 - collection follows Payment up.
 - Preparing the collection report & making collection entry
 - Generating Quotation, Sales Order, Performa invoices
 - Sales Entry , Purchase Entry,
 - Follow up with customers as required and send stock reports to customers every 15 days.
 - Distributing the stocks as and when required by location.
 - Planning and monitoring warehouse operations of receipt, storage, return of unsold stock, inventory control and monitoring inbound logistics.
 - Ensuring accurate stock records are kept
 - Preparing weekly / monthly / yearly store stock statement & submitting it to the management.
 - Handling warehouse operations related to system & dispatch section, Loading & Unloading of goods. Transfers of goods (both in and out)
 - To maintain proper stock on ERP Software, establish proper store keeping System and improve upon the existing system, maintain records of GRN, Inward and Outward Challans, Material Issue, receipt.
 - Sales order creation in system, Generating pick & pack list from system. Invoice generating from system, Excise invoice generating from system and submission to excise office
 - Handling warehouse operations related to system & Company all Accounting activities (VOUCHERS & TRANSPORT PAYMENT) & portal entry for small customers.
 - Creation of (Receiving worksheet) / Put away list in SAP. Creation of GRN (Goods Receipt Note) in SAP.

 - Location transfer in system. Follow-up with suppliers for open Purchase orders.
 - Formulating plans for procurement of spare/tools and consumables & monitoring the procurement from the markets at optimum costs for seamless operations.
 - Interacting with user departments for analyzing the required material.
 - Ensuring proper documentation for in awarding of materials spares parts and consumables and checking for variances by conducting stock verification.
 - Handling the inventory function for curtailing inventory holding expenses & adhering to maximum and minimum stocking system for various spares and minimize wastage.
 - Identifying and implementing A B, C class, slow moving and non moving material to reduce the inventory

 - **Transport Planning :**
 Managing daily transport planning and distribution of the fleet in different location in the best possible way. Selection of the mode of transport keeping the cost effectiveness & urgency of the requirement. Besides this, selection & development of new transport & performance monitoring is also one of the key areas.
 - Overseeing the logistic functions and negotiating with transporters for cost effective transport solutions and clearances.
 - Monitoring and analyzing the loss in transit and undertaking measures to control the same.
 - Arranging Transportation
- Man Power –Management :**
- Leading/ motivating teams ensuring their career development and positive contribution to the company
 - Determining the manpower requirement in accordance with the manpower rationalization and production norms.
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- **Godown Activities :**
 Handling one CFA, Nine CFA Employees, seven transporters for our day to day activities. Knowledge of all store activity like Receipt, Shifting, Delivery, Storage of material etc.

Dec 2007 - May 2011

OM Warehousing Pvt. Ltd is an 3PL Service provider for Akzo Nobel India Ltd.

As a computer operator & Supply chain

- Handling warehouse operations related to system & dispatch section, Loading & Unloading of goods. Transfers of goods (both in and out)
- To maintain proper stock on ERP Software, establish proper store keeping System and improve upon the existing system, maintain records of GRN, Inward and Outward Challans, Material Issue, receipt.
- Sales order creation in system, Generating pick & pack list from system. Invoice generating from system, Excise invoice generating from system and submission to excise office
- Creation of (Receiving worksheet) / Put away list in SAP. Creation of GRN(Goods Receipt Note) in SAP. Location transfer in system. Follow -up with suppliers for open Purchase orders
- Daily delivery report or freight report to HO.

EDUCATION

- **Mumbai university**

2007

B.A. Economics

- **Maharashtra State board**

S.S.C.

- **Mumbai University**

H.S.C.

SKILLS

- good teamworking skills
- managerial skills
- time management ability
- interpersonal skills
- verbal and written communication skills
- logical reasoning
- numerical skills
- IT skills
- Ms Office, DTP, Tally 6.3, Flash 8, Photoshop 7.0, SAP R/3 (Factory/Warehouse Management Module) ERP, BPCS, Visual Udayag (manual excise entry software) E-Mail Software: - Lotus Notes and Internet, Outlook express.

LANGUAGE

- English, Marathi & Hind

INTERESTS

- Photoshop, cricket

PERSONAL DETAILS

Date of Birth : 13/ 05/ 1983

Marital Status : Married

Nationality : Indian