

MANAS MANOHAR MHATRE

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Objective: Seeking a responsible post with an opportunity to face professional challenges with emphasis on continuous learning and performing beyond expectation to support and enhance co-operative objectives of the company.

AREAS OF INTEREST

- Production /Supply chain Planning.
 - Purchase and Sales Order
 - Vendor management
 - SAP SD Module
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Work experience: More than 2.10 years of work experience

➤ **Galaxy Surfactants Ltd.**

(January 2018- Present)

- Designation : **JUNIOR OFFICER**
- Job Roles :
 - a) **Customer Service Representative (supply chain)**
 - Perform Sales and delivery order management tasks
 - Preparation of Sales order, Proforma invoices, debit note, credit notes, sales return invoices in SAP(HANA).
 - Coordination with domestic customers .
 - Work closely with Sales team.
 - Schedule dispatches of customer as per their requirement.
 - Work closely with production planning team to check whether required material is produced in time.
 - Coordination with logistics and dispatch team for timely dispatches of material.
 - Coordination with product quality team for clearance of material as per customer standards after production.

b) Vendor Support

- Place purchase order for materials to international vendors
- To follow-up with vendors for material availability ,dispatch dates and import documents required for customs clearance.
- Coordination with import team for clearance of material
- Coordination with warehouse team for receipt of material

➤ **ICICI PRUDENTIAL LIFE INSURANCE CO. LTD (BANK CHANNEL)**

(March 2014 - January 2015)

- Designation : **Financial Service Consultant**
- Job Role : Selling insurance products to ICICI bank customers

❖ Internship –

Oil and Natural Gas Corporation (O.N.G.C).

(May 2016 - June 2016)

- Project name : Supply chain management and tendering process in ONGC

Education Qualifications:

- Post-Graduation- **Master Of Management Studies in Operations.** 2015-2017
University - Mumbai
Institute - Pillai's Institute of Management Studies and Research (Panvel)
Passing class - First Class.
 - Graduation - - Bachelor Of Management Studies 2010–2013
University- - Mumbai
Institute - ICLES' Motilal Jhunjhunwala College (Vashi)
Passing class - First Class.
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Other Relevant Education:

- DIPLOMA IN EXPORT IMPORT MANAGEMENT From Welingkar Institute of Management Development & Research. (August 2013 - May 2014)
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Projects Undertaken in university –

- Public relations of Asian paints.(Taloja plant)
 - Marketing strategies of Frito Lay.
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Skills :

- SAP (Sales & Distribution).
 - Microsoft Office(word,power-point,excel)
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Achievements:

- Achieved 99.92% accuracy level in SAP documentation (2018-2019).
 - Organizing committee member of ICL college fest(2011-2013)
 - Publicity committee member of Alegria (Pillai's college fest 2015-2016)
 - Publicity committee head of Alegria (Pillai's college fest 2016-2017)
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Personal Information :

- Date of Birth : 5th July 1993,
 - Address : Hno700, katheali, vinayak, keagoan,
uran, Navi Mumbai, 400702
 - Languages known: English, Hindi and Marathi
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