

RESUME

PERSONAL DETAIL

Name : Laxman UttamraoThamke
DOB : 06th Jan 1988
Gender : Male
Marital Status : Married
Languages Known : Marathi, Hindi & English
Current Address : House No. 2459/1, Dattaguru Krupa Building, Kale Colony,
Alandi Devachi Rural
Tal- Haveli, Dist-Pune 412105
Contact No. : 7770069007
Email- : laxmanthamke5@gmail.com
Permanent Address : A/p Shriram Nagar Bori,
Tal: Jintur, Dist Parbhani
Pin: 431508

EDUCATIONAL QUALIFICATION

Sr. No	Exam	Board	Year of Passing	Percentage
1	S.S.C	Aurangabad	Mar-2005	62.20%
2	H.S.C	Aurangabad	Oct-2007	75.33%
3	B.COM	University of Pune	June-2014	51.40%

COMPUTER PROFICIENCY

- MS OFFICE
- Cloud9 ERP & SAP.

WORK EXPERIENCE

- 1) Company Name: - **Tela Sourcing India Pvt. Ltd. (BPO)**
Designation : Claims Executive
Duration : 23 Nov 2009 to 27 Dec 2011
- 2) Company Name: - **Caparo Engineering India Pvt Ltd**
Designation : Data Entry Operator
Duration : 15 Mar 2012 to 25 Apr 2016
- 3) Company Name: - **Tata Motors Ltd, Pimpri.**
Designation : Store Assistant
Duration : 6 June 2016 to 19 Jan 2017
- 4) Company Name: - **Involute Gear Technology Pvt. Ltd,**
Designation : Store Assistant
Duration : 12 Apr 2017 to 30 Nov 2020
- 5) Company Name: - **Vesan Engineering Pvt Ltd,**
Designation : Store Assistant
Duration : 04 Dec 2020 to 15 May 2024

RESUME

- Inward And Outward Material
 - E-way Bill and Reports
 - Handling Physical Material.
 - Update in system stock
 - Check stock shortage material.
 - Job Work challan 57F4
 - dispatch Activities
 - Prepare Invoice
 - Highlighting shortage of material
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- SAP Knowledge MM
 - MSCIT- ERP Knowledge
 - Outward 57F4 Agnes Inward CNC Material (Generate GRN.)
 - Job Work challan & dispatch Activities.
 - Prepare invoice for Customer – Carraro, BGL, MM, IGW, Eaton, IT, Same PREMIUM
 - I.T Invoice E Waybill E invoice
 - Checking of Materials Received according to PO.
 - Keeping Record of 57F4 & follow up of materials.
 - Packing & dispatching of finished goods. Arrange vehicle for dispatch of material.
 - Handling Physical Material.
 - Check Stock Shortage Material
 - General Item & Scrap Rejection register
 - Maintaining Daily stock of Lebar Material
 - Maintain material in FIFO system.
 - Material movement in SAP (MIGO, MB51, MB52, MB21, MB22 & MB23)
 - Issuing material as per production program & highlighting shortage of material to the concerned-ordination department & also keeping follow up of material.

STRENGTHS

- ☞ Dedicated and hardworking, good problem-solving skills.
- ☞ Come from Hardworking Farmer's Family

Declaration: -

I hereby declare that the information furnished above is true and precise to my knowledge. In case of my selection to your organization, I promise that I shall be dispatch my duties at the earliest and to the utmost satisfaction of my superiors.

Date:

Place:-Pune

Laxman Uttamrao Thamke