

Resume

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OBJECTIVE

To put the best efforts for any activity undertaken so as to achieve the goals of the organization and be a part of its growth.

SKILLS

- •Front end developer Skills •C •C++ •HTML 5 •CSS 3 •JAVASCRIPT •Bootstrap, VS Code •DTP. - (PageMaker. Photoshop. CorelDraw) •Tally ERP-9 with GST. •Good knowledge in MS-OFFICE (Word. Advance Excel. Power point) • Knowledge of working with printers and scanners. •Basic Hardware &Network •Typing(English and Marathi Fontanic)

EXPERIENCE

May-2023 - Till Today

**** Super Distributer of BIC
CELLO INDIA PVT LTD
Bajarang Chowk Aurangabad**

SANTOSH TRADERS PVT.LTD

Dispatch
**Working knowledge with Tally Prime and Cello PP Software
**Leading 6 people team to supervise & handle Daily activities related to Store & Supply Chain
** Organize perpetual & Physical inventories and reconciliation book stock Vis Physical Take care of incoming receiving material & Dispatch activity. Parts dispatch as per customer sequencing schedule and check parts pack as per customer requirement Follow up with transporter to timely delivered shipment of customer .
**Tracking of returnable & non returnable material/gate pass. Third Party Child parts reconciliation Follow up with supplier to timely parts deliver
**Daily interaction & folow ups with customer to resolve issues and submit corrective action for smooth supply
**Provide training to the employees related to Store and dispatch
** Planning & Implementation of Packaging material
**Daily Receipt , Sale , Credit Note, Debit Note, Payment Voucher entry in Tally as per dispatch Import/Export Tally Data
**Can easily operate Tally and Microsoft office tools like - Excelword PPT

May-2021 - Apr-2023

**** An ISO 9001-2008 NABCB
QMS 010, Certified Company
in MIDC Industrial area,
Pharola Aurangabad, the
company has a complete
design & manufacturing of
Polymers Fertilizer &Cement
entire Bags Sullpyer of Shree
ram urea. Coromandal. Raj
Techno. Ultratec Cement.**

DHOOT COMPACK PVT LTD Aurangabad

Store Assistance
** Worked on Focus system & familiar with it.
** Overall Responsibility of one shift Receipts as a shift in charge.
** Unloading of incoming material with safety & quality aspects to proper specified location.
** While receipt insure document verification, material verification.
** Material Receipt.
** Making of SRV.
** Issue Voucher Feeding
** Making 57F4 for SubCon. / Getpass
** Filling &Documentation ,Numbering
** Working environment in Focus in MM module.

** Knowledge of reconciliation of subcontracted material.
 **Material Reorder list Submission
 ** Store Material Data Updating Stock Update. **Making of E-way Bill
 **GST. Jobwork feeding entry (ITC-4)
 **Internal Transport Planning And Manpower Handling

Oct-2018 - Oct-2019

**** An ISO 9001-2015, AITF 16949:2016 Certified Company in Five Star MIDC Industrial area, Aurangabad, the company has a complete design & manufacturing of Wring Harness Suppliyer of Bajaj Auto. TVS. Honda. Libher.**

DHOOT TRANSMISSION PVT.LTD Aurangabad

Apprenticeship
 **Performed general data entry using Microsoft Excel, SAP, and Word.
 ** Documentation and Reporting
 **Proficiency in Excel functions, such as creating pivot tables and VLOOKUP. HLOOKU

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
SSC	Amravati	69.80	2014
HSC	Amravati	58.77 %	2016
ITI Computer Operater and Programming Assistance	NCVT	72.60%	2017
Diploma Education in Computer Teacher	Pune	70.33	2023
MS-CIT	MKCL	96	2014

HOBBIES

Open Water Swimming 

ADDITIONAL PERSONAL INFO

Address	TV Center N11 Chh.Sambhajinagar, Maharashtra
Languages	Marathi Hindi English
Date of Birth	12 May 1998
Marital status	Unmarried
Nationality	Indian
Religion	Hindu
Gender	Male