

Vishal Wagh

Indiranagar bibvewadi pune 411037
7219749858 | vishal.j.wagh@pune@gmail.com

Objective

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

Experience

- Reliance retail** February 2021 - August 2023
Store executive
Retail Executives take customers through all stages of the marketing and sales funnel by setting up a conducive retail environment, providing excellent customer service, and creating promotions to close sales. They work in fashion, automotive, consumer goods, and e-commerce stores.
- Hirschvogel components india pvt ltd** August 2023 -
Store executive
Daily management of the overall material stores and listing the requirement to maintain minimum stock value. Material Order, follow up for delivery and processing challans. Regular monitoring the material management, availability, minimum stock values. Quarterly audit of material inventory.

JOB RESPONSIBILITIES:-

Maintained store facilities to ensure smooth functioning - Made arrangements

and placed orders for new stock and supplies whenever necessary.

Responsible for upkeep of various appropriate records of materials received.

Received deliveries of new equipment and ensured that all the supplies were in proper order Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.

Issued supplies as per the demand of the clients and maintained records of payments.

Reported to store manager on a regular basis regarding the need/demand of Items so that the future orders could be placed accordingly.

JOB DUTIES:-

To exercise general control over all activities in Stores Department

To ensure safe keeping both as to quality and quantity of materials.

To maintain proper records.

To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.

To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.

• To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.

To reserve a particular material for a specific job when so required.

To issue materials only in required quantities against authorised requisition notes/material lists.

To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues,

pilferage, etc.

Education

- **Pune university** 2023
M. Com
First class
- **Pune university** 2021
B. Com
First class
- **Maharashtra state board** 2018
HSC
First class
- **Maharashtra state board** 2015
SSC
First class with distinction

Skills

- World, excel, PowerPoint
- SAP MM
- Mailing, drafting
- Create a challan and doing GRN Inward process of material
- Reconciliation and inventory
- 5S
- Communication skill
- Management skill

Interests

- Reading newspaper
- Watching news
- Travelling

Languages

- English Hindi Marathi