

Dinesh D. Sarnobat

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Currently working as Senior Executive in Inventory Management (Supply Chain).
Having experience as an Executive in Jewellery Sector, 10 years of overall experience
working for the Jewellery. Possesses a Bachelor's Degree in Commerce and
expertise in Microsoft Excel. Looking to leverage my knowledge and experience to
the next level.

PROFESSIONAL EXPERIENCE

1. Camilson traders Pvt Ltd.

Store manager cum Mis senior executive (6Nov 2023- till date)

Role and responsibilities as store manager.

Ensure daily stock items as per site schedule are issued to site team.

All issues are recorded and stock tallied every day.

Ensure optimum inventory level "inwards and outward".

Visit/Audit and internally.

Ensure "days stock" and optimum inventory level to ensure "zero stock -out".

All material requisitions are raised on time and all receipts are acknowledged.

2. PMJ Gems & Jewellers Pvt. Ltd.

Executive Assistant MIS (18th July 2022 to 22 September 2023)

Roles and responsibilities as Executive Role:

Receive vendor Goods, With Proper Document

Total Goods Tally With Doc. & Weight Phy. Check With Same.

Do Entry In ERP As per Doc. Received From Vendor.

Make Daily Tally Report & Other Req. Report From ERP.

3. Reliance Industries Limited, BKC, Mumbai, India

Senior Executive MIS : 11-Oct 2017 – 16th July 2022 (4 year 8 Month)

Roles and responsibilities as Executive Role:

- A daily basis checking of received stock and inward and out ward the right stock as per system and physical stock MIS Preparation of On-Hand Inventory, Dispatches & Inwards.
- Ensure standard packing of received stocks and dispatch stock with seal to avoid the damages and lose.
- Take initiate to inward the stock on priority basis and coordinating with concerned team for on time delivery.
- To ensure to checking of documents of received stocks and dispatch stocks.
- To ensure weight and count of stock along with security to avoid such damages keep
- Tracking & reconciliation Received and outward stock.
- Daily basis tracking of stock in and stock out summery reports.
- Prepare documents for proper outward of stock and follow up with logistic team.
- Ensure all operations & service of Inward and out ward on time delivery to stores.

Executive Vendor Compliance (16 Feb 2017 to 10 Oct 2017)

To Check all Vendor Compliance document.

Approve vendor document.

Verify all documents with SAP.

Check online PF.

Coordinate with vendor related to Order and Commitment Issued

Solving auditor query

Preparing the Daily, Weekly and Monthly reports.

Analyse timely MIS & database reflecting the trends & developments of the company regarding vendor reconciliation for budgetary and strategic review to enhance the business of the company.

Various Data generation and preservation in the form of Reports for future access

Evaluating the data that comes in from each department.

Preparing reports in the stipulated time.

- **Ace oils Project Engineering Pvt.Ltd**
Account Assistant (01 Jan 2014 to 15 Feb 2017) (3 Year 1 Month).
- Approve vendor Bills for vendor payment
- Preparation of packing list and invoice
- Material verification with Packing list
- Generate Purchase bills and sales bills
- Preparation of MIS report

- Handling of purchase of raw material dispatch.
- **Account Assistant (07 Feb 2012 to 31 Dec 2013)**
- Handling of purchase of raw material Preparation of Financial Statement (i.e. Profit & Loss
- A/c. & Balance Sheet).
- Handling job of bill Approving
- Physical stock checking every 3 month.
- Looking after day to day out standings
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- Preparation of outstanding list & follow up for payment on every Saturday
- Preparation of Debit Notes & Credit Notes.
- Keeping day to day accounts update

EDUCATION

S.S.C –Kolhapur University (2005)

H.S.C – Kolhapur University (2007)

B.Com – Mumbai University (2011)

ADDITIONAL SKILLS

- Expertise in Microsoft Office, with a focus on Excel, and PowerPoint presentations.
- Tally ERP – 9.0
- Languages known: - English, Hindi & Marathi.
- Advance Excel.

INTERESTS & ACTIVITIES

- Playing Cricket and Listening to Music.

Yours Truly,
Dinesh Sarnobat