NAME: NARENDRA CHHAGAN BHANDARKAR

E-mail: bhandakarnarendra1983@gmail.com

Mobile No:-9623908780

## OBJECTIVE

To become a professional in Material Management and make carrier in development in material management field.

## EXPERIENCE: TOTAL 15 YEARS

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| Sr. No. | Name of Company | Position held & Duration | Nature of work |
| 1) | **Fortuna Engineering Pvt Ltd. Ambad Nashik** | Store officer  **01.09.2022 To Till Date** | * GRN preparation/material receiving transaction in IFS (ERP) System. * Inform to the concerned department for inspection of inward material with the use of inspection preserving tagging and storing the materials. * All material receives from receipts, after confirmation from SQA team keep the material properly in store. * To ensure that good warehousing practice followed in store. * Handling recycles material (Receipts & Issue). * Coordinate to maintain FIFO method in stores. * To maintain and verify physical stock with the IFS (ERP) system every month and send it to H/O. * To take Daily ‘A’ class (High valued ) item   Reconciliation physically with the IFS (ERP)System   * Submit all purchase invoices to the account   Department on daily basis.   * Monthly vendor material stock reconciliation * Maintain minimum & maximum stock level. * Dead /non-moving inventory control. * Prepare Supplier Rejection material disposal sheet and send back material supplier as per guideline. * Internal /Sister plant material movement with the help of vehicles. * As per customer schedule prepare planning of packing and consumable material and send it to the purchase department. |

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| 2)  3) | **JCB**  **Suyaan Infrastructure Pvt Ltd**  **Heeru Corrosion Protection Services (I) Pvt. Ltd.** | **Asst. Parts Manager**  18/03/2022 To 31.08.2022  **In-charge Stores**  22/09/2021 to 17/03/2022 | * Determined replacement parts required according to inspections of old arts, customer   requests of customers descriptions of malfunctions   * Examined returned parts for defects, and exchange defective parts or refunded money . * Read catalogs, microfiche viewers, or computer displays in order to determine replacement parts stock number and prices. * Measured parts, using precision measuring instruments, in order to determine whether similar parts may be machined to required sizes. * Demonstrated equipments to customers and explained the function of equipment. * Discussed use and features of various parts, based on machines or equipment received payment or obtained credit authorization.   Worked with the service manager to ensure a timely turnaround of parts needed  for internal Jobs.   * Receive and verify accuracy of inward and outward shipments   • Sort and place materials on racks shelves or in bins according to predetermined sequence such as size type or product code.  • Distribute material tools or other stock item in order to fill site level request on daily basis.  • prepare merchandise for shipment as required.  • Maintain accurate inventory count perform end of the day inventory count and submit report to site in charge.  • Maintained all required register to facilitate proper material management.  (I.e inward and outward register, stock register)  • To look after gate pass process of labours .  • To look after their accommodation facility, maintain hygiene at labour colony. |

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| 4) | | **SVKM Projects Dhule**  Survey No.499 Near  Grudawara Behind Hotel Jankar palace Mumbai Agra  Highway No.03.Dist.Dhule.  Dhule 424001 | | Store Incharge  18/07/2015 to  20/09/2021 | Material checking at time of receipt   * Maintain material receipts,& withdrawal of the stock from store. * Knowledge of proper bookkeeping and inventory management. * Issue of material as per day to day requirement. * Effective management of store operation in receiving,inspection,storage, issuance & transfer of items as per company policy. * Inspect deliveries of damage or discrepancies; report to vendor , user & accounting for reimbursements & record keeping. * Physical stock verification need to be twice in year to cross check with the SAP inventory report. Knowledge of SAP for MM module will be an added advantage. * Ensure bar code label printing & labeling on arrival of Asset material in store. * Constantly updating Asset numbers, descriptions & their movement within institutions according to location changes and tagged by using the bar code labeling system. * Ensure adequate record keeping & manage all documentation for transfer of material . * Co-ordinate the handling of freight the movement of IT & non-IT material. * Good knowledge of Scrap disposal procedure for all kind of material. * To follow-up overall inventory management procedure. * Correspondence with supplier regarding discrepancy in receipt & Rejections. * Material Valuation as per FIFO [as and when required] * Reconciliation of major items * Preparation of major Item schedules. * Preparation of Yearly Valuation Inventory   Reports   * Maintain the daily & monthly of Excisable Inputs and Capital Goods. | |
| 5) | **Jaychandra Agro Industries**  **PVT.LTD**,  Dadasaheb Rawal Group of  Industries, old Shahada Road,  Dadangar,  **Dondaicha** : 425 408 **Dist: Dhule** (M.S.) | | **Store Keeper**  **01 02. 2008**  **to**  **17/07/2015** | | | * Material checking at time of receipt * Correspondence with supplier regarding discrepancy in receipt & Rejections. * Landed Cost of Major items * Material Valuation as per FIFO [as and when required] * Reconciliation of major items * Preparation of major Item schedules. * Preparation of Yearly Valuation Inventory   Reports   * Preparation of Material Master   Maintain the daily & monthly of Excisable Inputs and Capital Goods. |

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| EDUCATION QUALIFICATION | |  |  |
| Exam | University | Year of Passing | Class |
| Post Graduate Diploma in Management - Material | Nashik | 2018-19 | Appear |
| M.A. | NMU Jalgaon | April 2017 | PASS |
| B.A | NMU Nashik | April 2013 | PASS |
| H.S.C. | Nashik Board | March 2004 | PASS |

## OTHER QUALIFICATION

* Obtained Certificate Course in Computer Operation M.S.C.I.T 2008
* Obtained Govt. Certificate Examination of Type Writing [English 30 WPM]

## ACHIEVEMENT

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| **SAP 6 HANA NEW UPDAT:-** | | | |
| ZGRN | For GRN |  |  |
| MIGO | For Transfer for materials | MB 24 | For Print |
| ZFT LABEL | For Label print, | ML 81N | For Edit Service GRN |
| MBGO | For print GRN Receipt | ML 81N | For Service GRN |
| MB52 | For Find Material | MB 53 | For Check Stock in all store |
| MB26 | For material issue by MRN No | NMM 60 | For Check material list |
| MB21 | For make MRN& Create Recreation | ZRET | For check Customer Returned material |
| ME 2L | For Check P.O of customers. | ML 81N | For service GRN |
| ME51N | For Create Purchase Requision | ME22 N | For P.O. Print |
| MB51 | For check Batch wise material History | MMSC | For Add location in material Code |
| ME29N | For Release P.O | MB21 | For mabing material requition by production |
| ML 83 | For Service GRN Print | MB 26 | For issue material by the store as per the |
| ZMSES | For Service GRN |  | Requisition no. by production |
| ME53N | For Search Purchase Requisition |  |  |
| MB 26 | For Transfer materials as per MRN No. |  |  |

* All of knowledge for tally ERP9. working in tally software given following details
* Purchase entry
* Receipt Note
* Sales entry
* Dispatch of goods

## PERSONAL INFORMATION

Full Name : **Narendra Chhagan Bhandarkar**

Permanent Address : Plot.No.67Rashameji Nagar

ChudanaRoad,Rawal Nagar

Dondaicha: 425 408

Dist: Dhule (M.S.)

Mb.No.9623908780

Date of Birth & Age : 01th June 1983, 39 Years

Marital Status : Married

Languages Known : Marathi, Hindi, and English

Weight & Height : 68 Kg s & 5’.7”

N.C. Bhandarkar