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 Incharge18/07/2015 to20/09/2021 |  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.
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| 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