

# RESUME

**ADITYA SHARAD TAMBE**

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## CORPORATE EXPERIENCE: 2 YEAR 6 MONTH

### RECENT:-

Worked in Piaggio Vehicles Pvt. Ltd, MIDC, (Vespa plant) Baramati as **SUPPLY CHAIN**

**MANAGEMENT** in with responsibility of **P2P** CYCLE INVOICE PROCESSING

(Total Experience - 2 YEAR 6 MONTH )

### JOB PROFILE:

#### **KNOWLEDGE OF THE P2P CYCLE / Invoice Processing.**

- ◦ Prepares PO, PR & RFQ As Per The Requirement Using SAP Software.
- ◦ Good Knowledge of the P2P cycle.
- ◦ Coordinate with vendors for GRN & Invoice booking for payment.
- ◦ Maintain Material master, Vendor master, Purchase info record.
- ◦ GRN & stock availability. (103 & 105 )
- Interplant stock transfer (STO) in SAP.
- Preparing GDN / JOB Challan for outward Material.
- Rejection monitoring- DEBIT NOTE , Issue posting
- Good Knowledge of **SAP**
- Work on SAP like checking plant stock, material in-warding, material consumption, Bill of Material (**BOM**).
- Working on SAP acknowledgment (As per Company requirement)
- **PO** and **Non-PO** Invoice Verification.
- **VENDOR RECONCISTION , VENDOR PAYMENT PROCESS**  
(Knowledge of both local and forieng payment )

**EDUCATION:**

Examination	Specialization	Board/University	Year of Passing	Percentage
M.Com	ACCOUNT	SAVITRIBAI PHULE – PUNE UNIVERSITY	2020	71.44%
B.COM	ACCOUNT	SHIVAJI UNIVERSITY	2018	53.35%
H.S.C	COMMERCE	PUNE UNIVERSITY	2015	47.69%
S.S.C	PLAIN	KOLHAPUR UNIVERSITY	2013	55.60%

**OTHER CERTIFICATIONS AND COURSES:**

- 1) TALLY ERP 9.0.
- 2) MSCIT
- 3) Advance Excel – Vlookup, Hlookup , Pivot Table , MIS Reporting .
- 4) SAP S/4 HANA / FICO

**LANGUAGES KNOWN:-**

- ENGLISH, MARATHI, HINDI

**ACHIEVEMENTS & EXTRA CURRICULAR ACTIVITIES:**

- Making documentation as per companies requirement & handling departmental Safety audit
- Participate in Blood Donation Programmed in college & company.
- Take initiative in official internal activities.

**PERSONAL DETAILS:**

Name : **ADITYA SHARAD TAMBE**  
Address : - **A/P.MALEGOAN BK ,Tal:- BARAMATI ,Dist:-Pune**  
**Maharashtra**  
Birth Date : - **14<sup>TH</sup> DEC 1996**  
Marital Status : - **married**  
Nationality : - **Indian**

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and I will be responsible for any discrepancy.

Date: / /

Place:

**ADITYA S TAMBE.**

