

## **Mr.Abhishek Arun Rokade**

At.Chincholi Tal.Ambegaon Dist.Pune

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### **CAREER SUMMARY :-**

Store Executive & Office Administration with experience around 5 years 2 Month in SAP at JAPFA COMFEED INDIA PVT.LTD. Well versed with data collection, Data analysis, data management, Store management and reporting to top management, handling manpower and complete work targets.

### **☆Educational Qualifications:-**

<b>Examination</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Percentage</b>
<b>M.com</b>	<b>Pune</b>	<b>2019</b>	<b>60.83</b>
<b>B.Com</b>	<b>Pune</b>	<b>2017</b>	<b>61.00</b>
<b>H.S.C</b>	<b>Pune</b>	<b>2014</b>	<b>68.90</b>
<b>S.S.C</b>	<b>Pune</b>	<b>2012</b>	<b>70.00</b>

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### **☆SKILLS:-**

-- **SAP**

-- ERP

-- MS-CIT

-- Tally ERP 9

-- Language Known:- Marathi,Hindi,English.

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### **☆PREVIOUS EMPLOYMENT HISTORY:-**

- **Japfa Comfeed India Pvt. Ltd.**

Designation- Store Executive cum office administration

Exp. 5 Year 2 Month

#### **RESPONSIBILITY: -**

#### **SAP Working -**

- **MM Module - Create Purchase requisition, Purchase Order, MRN & Vendor Creation.**
- **PP Module – Creation production Order , Inventory creation.**
- **SD Module - Sale Oder, Delivery Order & Invoice.**
- **FI Module - Basic Knowledge Invoice Booking MIRO & FB60**

- \* Keeping Material - Properly stacking the material at proper location with help of ancillary staff.
  - \* After inspection, all the approved material keeping to respective store location & maintaining that location in system also.
  - \* Looking at Receiving Store Receipt of material, physically checking the material, checking the Quality & Quantity of material and giving acknowledgement to vendor on challan & Making GRN entry In SAP & Resolve all issue about GRN.
  - \* Creating Job work challan (subsidiary challan), eWayBill and SAP delivery challan.
  - \* Materials issue under FIFO system to plant production line as per plan, also FG material transfer to other plant location and timely updating in SAP.
  - \* Maintain stores related records in computerized system like Goods Receipt, Goods Issue, Purchase Requisition, Stores Accounting, Daily/Monthly Reports, and **MIS** etc.
  - \* Maintain records of Returnable & Non-Returnable materials.
  - \* Monitoring of receipt and stores records, Import documents, issue documents and keeping records for audit and finance Purpose.
  - \* Sale Order creation & After sale material create Invoice.
  - \* Branch handling petty Cash & Branch Employee TA/ DA Expenses.
  - \* Co-ordination with purchase, plant head & other concerned department.
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### Current Profile –

Aakash Education Service Ltd

28 oct 2023 to till date

**Designation- Store Exceptive cum Accountant**

#### RESPONSIBILITY :-

- Material received after make GRN in SAP
- Quarterly Material reconciliation in SAP
- Material issue after make entry in System.
- Materials issue under FIFO system to plant production line as per plan, also FG material transfer to other plant location and timely updating in SAP.
- Maintain stores related records in computerized system like Goods Receipt, Goods Issue, Purchase Requisition, Stores Accounting, Daily/Monthly Reports, and **MIS** etc.
- Ensure timely receipting of all the payments received
- Ensure accurate depositing for all the admissions, instalments, payments, received Managing of PDCs and their timely deposition and posting

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☆**Hobbies:-**

--Listening songs, Reading Books, Playing Cricket, Bike Riding.

☆**Personal Details:-**

--Date of Birth : 31 March 1997

--Nationality : Indian

--Gender. : Male

--Marital Status: Unmarried

--Blood Group : A+

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours Faithfully,

Place:-Chincholi

Mr.Rokade Abhishek Arun

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