

CURRICLUM-VITAE

Amol Manohar Gaikwad

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Objective:

Looking for challenging job opportunities to enhance my knowledge and skills and to contribute in the growth of organization.

Strength:

Have excellent communication, innovative skills and talents. Can work with tremendous dedication and team spirit, could deliver under pressure.

SUMMARY OF QUALIFICATION:

<i>Degree</i>	<i>B.Com</i>
<i>College</i>	<i>Anna saheb magar ,Hadapsar</i>
<i>Class/Division</i>	<i>Appeared as having backlog of 2 subjects</i>
<i>University</i>	<i>Pune University</i>
<i>Year</i>	<i>March 2014</i>

<i>Degree</i>	<i>HSC(12th)</i>
<i>College</i>	<i>Anna saheb magar ,Hadapsar</i>
<i>Class/Division</i>	<i>Second Class(51.00%)</i>
<i>Board</i>	<i>Maharashtra State Board</i>
<i>Year</i>	<i>Feb 2006</i>

<i>Degree</i>	<i>SSC (10th)</i>
<i>School</i>	<i>Bharat English school ,Shivajinagar .</i>
<i>Class/Division</i>	<i>46.93%</i>
<i>Board</i>	<i>Maharashtra State Board</i>
<i>Year</i>	<i>March 2004</i>

Works On:

- Windows 98 / 2000 / XP, MS-Office (word, Excel, Power-point).
- Newton Software (Enterprises Resource Planning).
- High Rise (Enterprises Resource Planning).
- Enterprises Security Management Software.

WORK EXPERIENCE:

- **SUYOG GROUP, PUNE**

- Worked as on Logistics & Coromandal king Ware house incharge as well as sales co_ordinator in suyog cement distributor, (C & F Agent of the India cement ltd.) Last 6 years. Jan 2013 To Dec 2019.

- Maintain Inward stock and out ward stock.
- Making challan and daily report.
- Maintain weekly stock report.
- Daily Dispatch order taking.
- Co-ordinate with logistics co. and Dispatch vehicle in the market and follow up.

- **NYATI GROUP, PUNE**

NYATI GROUP is an **ISO 9001: 2000, ISO 14001: 2004**. Company deals with the construction, real estate, hospitality etc.

Working as a Store Assistant from 1st June 2019 to 1st April 2024 As a Store Keeper to still date.

- * **Contracting Project Completed:**

- 2) Symbiosis Ward Building, Lavale (LG+G+5 Storey – 1 Building)
- 3) Nyati Empress, Viman Nagar = P-1, P-2, P-3 Storey 10 Commercial + Mall

- * **Residential + Commercial Current Working Project:**

- 1) Nyati Era Ph I, Dhanori, (B+P+13 Storey – 7 Buildings = 364 Flats
- 2) Nyati Era Ph II, Dhanori, Commercial+Mhada (B+G+1 = 57 Shops + 2 to 11 Floor - = 120 Flats
- 3) Nyati Era Ph III, Dhanori, (B+P+13 Storey – 5 Buildings = 260 Flats

JOB PROFILE:

- 1) To Maintain G.R.N. G.T.N & I.S.T. System.
- 2) To maintain the daily records of store dept.
- 3) To Collect Bills & Verified.
- 4) Receiving materials.
- 5) Documenting of Challans of materials.
- 6) To Issue materials to Contractor by Order.
- 7) To Maintain Qty. & Checking quantity.
- 8) To Maintain D.P.R
- 9) To Maintain Monthly Stock Report Send by Mail to H.O
- 10) Above all works maintain in the Software system.

I hear by declare that the above information is true to the best of my Knowledge. I am responsible to employees (interviews).

Personal Details:

Contact Address:

Permanent Address: -

Flat No. E- 105, Namo Vihar So. Handewadi Rd. Near E.C.P Vastu, Hadapsar,
Pune – 411028. Maharashtra State, India.

Maharashtra State, India.

* **Date of Birth** : 25th -May-1988
* **Gender** : Male
* **Marital Status** : Married
* **Nationality** : Indian
* **Father's Name** : Mr. Manohar Ananta Gaikwad
* **Mother's Name** : Mrs. Nirmala Manohar
Gaikwad

[Amol Manohar Gaikwad]