
Mr. Nitin Vitthal Kokate

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

- 01/10/2006 - 15/04/2010
 - **Purchase account sales**
Shriraj Agency
Agency purchase account sales
- 01/05/2010 - 31/05/2011
 - **Inward supervisor**
Filtration products, Wadaki
Inward material store incharge
- 01/02/2013 - 15/10/2013
 - **Sales Executive**
Yogiraj Industries
Client visit
- 01/01/2014 - 26/01/2017
 - **Account cum recovery officer**
Eco India Agro Industries
Maintenance of account and business recovery
- 01/04/2017 - 31/08/2020
 - **Sr. Data Entry Operator for Export and Domestic Logistics**
Bharat Forge Ltd, Mundhwa
Export and Domestic Dispatch documentation
- 01/09/2020 - 31/01/2024
 - **Store Incharge**
Bharat Forge Ltd, Mundhwa / Keshavnagar
Store incharge for Bharat Forge Ltd (KCMI) Keshavnagar

EDUCATION

- 2009
 - **M. S. Kakade College Someshwarnagar**
12th
59.00
- 2012
 - **T. C. College Baramati**
Bcom
69.69%
- 2012
 - **Tilak University**
Tally 9.0
A+

SKILLS

- Tally - Journal entries, Ledger, General ledger, Inventory accounting, Bank reconciliation, Account payable, Account receivable, Purchase account, Purchase process, Sales account, Invoices, Tax accounting, Account reconciliation etc.
- SAP :- SAP MM MODULE, GRN, DPM, SUBCONTRACT CHALLAN, STO, RMGP GST/E-WAY BILL PORTAL HANDLING
- Microsoft Excel, Word, PowerPoint, pivot table, Vlookup,

ACTIVITIES

- 1) Maintaining 5S, 2) SAP MM MODULE - Preparation of DC/DPM (Delivery Challan),

Preparation of Subcontract Challan, Preparation STO (Stock Transfer Order), GRN, Gate entry/Scrolling, Issue Material to respective departments 3) Vehicle planing 4) Receiving Physical Material 5) Cross verification of material with physical stock to system stock 6) Material requirements send to purchase department 7) Handling store team 8) Tally ERP GRN entries Purchase entries Sales entries Preparation of sales invoices (e invoices) Eway Bill preparation Debit notes and credit notes and entries 9) Submission of invoices to finance department for payment 10) Coordination with customers

ADDITIONAL INFORMATION

Marrital status:- Married
Language knowledge:- Marathi, Hindi, English
Date of birth:- 28/02/1986

DECLARATION

- I certify that the information provided in this resume is true and accurate to the best of my knowledge.

MR. NITIN VITTHAL KOKATE