

# Rajesh Sadashiv Shinde

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## EXECUTIVE SUMMARY

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- ◆ Dynamic profession with around **8.3+** years of rich experience in Store Management, Inventory Management, Warehouse Management, Sample Store Management.
- ◆ Comprehensive experience of store management activities like Inward, Outward, Invoice creation, E-way bill creation, RGP & NRGP document creation, material Invoice checking, verify all the incoming and outgoing material according to SOP Standard.
- ◆ Presently working with Jaya Hind Industries Pvt Ltd, Urse, Tq. Maval, dist. Pune, Maharashtra.
- ◆ Maintained **FIFO** method for material using techniques in Stores.
- ◆ Responsible for maintain **5's** activities in warehouses.
- ◆ Handling **10** person from which **8** temporary person and **2** fork lift driver for daily activity.

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## PROFESSIONAL EXPERIENCE

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- ◆ **8.3+ year's experience of Store Management Process.**
- ◆ **Good Knowledge of SAP System, ERP System, Oracle 10g, Manual System & Q (CRM Portal).**
- ◆ **MBA-OM (Master of Business Administration in Operation Management).**
- ◆ **PGDMLM (Post Graduate Diploma in Material and Logistics Management) .**

**Jaya Hind Industries Pvt Ltd Urse, Tq. Maval, dist. Pune**

**July 2022 - Present**

### **STORE EXECUTIVE**

- ➔ Store management: Handling the store activities, proper material flow, quality confirmation, Improve storage & Identification & also update in the system, maintain FIFO, Receipts controlling, handling the subcontracting process, coordinating with the supply chain for inward & outward material & dispatch activities.
- ➔ Inventory controlling: Stock verification & analyzing the inventory status with system & also do the necessary posting in the system for stock correction.
- ➔ Supply chain: Material receipts, goods receipts compliance monitoring, material inward feeding online etc.
- ➔ Invoicing: Inward & Outward invoice checking & creation.
- ➔ Checking of material with the invoice carefully.

- ➔ To ensure timely material issue as per the production requirements . To conduct regular stock audit.
- ➔ To ensure correct storing of all the material with proper tag from the perspective of access and safety to all the material.
- ➔ Maintain report of RGDN, Shelf life, FIFO report, Rejection report, daily issue report etc.
- ➔ Making daily shortage report of consumable material report and taking follow-up with buyer.
- ➔ To make GRN, RCIA (Receipt Cum Inspection Adviser) Report.
- ➔ GDN (RGP, NRGP) creation in Oracle 10g, E-way bill creation.
- ➔ Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color or product code.
- ➔ To keep close watch on Non-Moving items and Slow - Moving items giving details of the same to the management.

**Forms and Surfaces India Private Limited, Lonikand, Pune**

**July 2018 - July 2022**

**SAMPLE COORDINATOR**

- ➔ Act as the expert on all samples in the product line.
- ➔ Monitor and respond to email correspondence requesting updates or changes.
- ➔ Receive new samples into the warehouse inventory and prepare approved samples for storage.
- ➔ Sample handling in store after quality clearance, Inventory Control and Random verification of stock, Sample issuing to request as per requirement & maintained FIFO. Day to day updating the record & receiving / issuing the sample.
- ➔ Generate of daily stock status report to the management.
- ➔ Maintain minimum stock level of samples to ensure no shortage as per planning.
- ➔ Ensure that store is maintained with proper 5S and Issue Inventory report, IN/OUT status report, dead stock report.
- ➔ Maintaining records of receipt and issuance keeping in view material reconciliation and audit requirement.
- ➔ Samples feed in store location according to FIFO and Issue as per FIFO.
- ➔ Physical Verification and reconciliation of Samples on monthly basis, Issuance of Samples as per Q request.
- ➔ Rejected scrapped or junked Samples: Making scrap note with in time frame.
- ➔ Making Sales Order (SO) for require standard and Custom samples.
- ➔ Making sample boards for each and every new order .
- ➔ Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.
- ➔ Monthly check physical stock, and Also check system counting, & take appropriate action for any Mismatch.
- ➔ Attend calls & co-ordinate with domestic and international sales managers.

**STORE INCHARGE**

- ➔ Having good knowledge of Store Processes, Material availability, planning according to production scheduled, Inventory Control, Handling quality and vendor-related material issues.
- ➔ An individual is responsible for managing the overall functioning of the store. Responsible for store management and control.
- ➔ Managing end-to-end stores operations like Goods receipt, Goods Issue, Proper storage of inventories, invoicing Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders.
- ➔ Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.
- ➔ Conducting physical stock checks & reconciliation of inventory. Check opening Stocks as per Reports on a daily basis especially running items.
- ➔ Responsible to interact with suppliers, taking follow-up for the material. Arrange vehicle dispatch of working sites as per requirement.
- ➔ Prepare GRN of Good Receipt PO of incoming material and submit to accounts Department within 24 hours .
- ➔ Inventory Control According FIFO Method.
- ➔ Maintain minimum stock level of raw material to ensure no shortage as per planning.
- ➔ Co-ordination with purchase for daily shortage critical material for smooth Production inventory control, Maintain safety norms in store as per procedure planning annual requirement of materials through consumption based criteria.
- ➔ Following up with suppliers to make sure that on time delivery of materials are met.

**WAREHOUSE EXECUTIVE**

- ➔ Taking Inventory as per customer requirement.
- ➔ Working on EPR System of Citrix, Mapix, and OMPS System.
- ➔ Inward Error solving technique.
- ➔ Issue of materials to Production based on Demand Cards. Taking return material on basis of Return Cards.
- ➔ Posting demand card, return cards & Inward roller delivery report.
- ➔ Maintained **FIFO** method for arranging the material in warehouse.
- ➔ Performing TW of good list & Put away material list.
- ➔ Checking daily transaction history of DEO's for maintaining FIFO.
- ➔ Continuous improvement in Housekeeping by using 5's techniques.

**STORE ASSISTANT**

- ➔ Hands on experience of SAP ECC 6.0 MM Module for receiving, storage, issue and dispatch related functions.
- ➔ Checking Inward documents. Inward Materials received against Purchase Order after monitoring physical quantity of inward material.
- ➔ Preparing GRN in SAP System Daily basic. Import GRN also prepare in SAP System.
- ➔ Co-ordination with Purchase, Quality & Production department regards work issues.
- ➔ Taking inventory at each quarter for verifying system stock vs. physical stock.
- ➔ Material issue against of reservation. Preparing Issue report.
- ➔ Preparing Shipment papers and Subcon Challan (57F4). Interplant Material Transfer form plant of plant..
- ➔ Material Unloading and Loading with physical Inspection.
- ➔ Checking and Verifying all Tax Invoice and submitted to account.
- ➔ Maintaining records of receipt and issuance keeping in view material reconciliation and audit requirement.
- ➔ Component feed in store location according to FIFO and Issue as per FIFO.
- ➔ Physical Verification and reconciliation of material on monthly basis.
- ➔ Made RGP & NRGF for material movement like as rejection & rework.
- ➔ Issuance of Material as per issuance slip.
- ➔ Rejected materials : return to supplier within time frame.

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**EDUCATION DETILES**

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- ◆ **Master of Business Administration in Operation Management (MBA-OM) completed with 71.00 % from Jaipur National University.**
- ◆ **Post Graduate Diploma in Material & Logistics Management (PGDMLM), passed with 70.00 %. From Savitribai Phule Pune University.**
- ◆ **Masters Of Computer Application (MCA), passed with 77.00% from Babasaheb Ambedkar Marathwada University, Aurangabad, 2013**
- ◆ **Bachelor of Computer Science (BCS), passed with 70.00% from Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, 2010**
- ◆ **HSC, passed with 60.00% from Maharashtra State Board, 2006.**
- ◆ **SSC, passed with 69.19% from Maharashtra State Board, 2004.**

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## PERSONAL OVERVIEWS

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- Honesty, Sincerity, Time Punctuality.
- Highly self-motivated & self Driven.
- Readiness to face challenges.
- Willingness to learn.
- A good communication and strong team player.

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## DECLARATION

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The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization I shall prove my best and ability to the entire satisfaction of my superiors.

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**Languages known:** English, Hindi and Marathi

**References:** Available on request

**Place :-**

**Date :-**     /     /

**(Rajesh S. Shinde)**  
Applicant Signature