

MR. CHETAN GENBA BHADALE

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Objective :

To acquire a better position and intend to build a career with a leading communication organization where my skill and knowledge can be utilized and further developed fully.

Work Experience :

Worked with Avenue Super marts ltd. D-Mart as a GRN Officer from Aug 2013 to April 2016 Presently working with Jay Instruments & system Pvt. Ltd as a Executive (Stores) from May 2016 to till date.

Computer Skills :

- SAP/ERP Knowledge in Materials Management.
 - Microsoft Office, Internet.
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Core Competencies

*** Avenue Super marts ltd. D-Mart**

- Maintain warehouse stock control in System.
- Preparing daily basis audit report.
- Preparing fortnightly & monthly statistical MIS reports.
- Preparing Discrepancy reports (Damaged, Shortage, Excess Goods as per pod receipt for store).
- Coordinate with Warehouse /category/store.
- Prepare daily stock receipt & outward report.
- To maintain Reverse logistics /outward of material.
- Keeping a track of Shortages in DC & Store.
- Co-ordinations between Supplier & Warehouse & Store / category.
- Making a Purchase Orders & Goods Receipt Notes.
- Sending Daily Dispatch Report.
- Preparing Fill Rate Ratio Report Daily, Weekly & Monthly.

*** Jay Instruments & system Pvt. Ltd**

- Monitoring Material issued and receipts from store by following FIFO method.
- Material (RM & PM) Provide according to Production Planning.
- Ensure availability of RM/PM and other locally procured material on time
- Monitoring Stores accounts & various daily reports such as daily stock receipts, Issue and their stocks.
- Monitoring Bill passing and preparation of GRN's.
- Monitoring Follow up for timely reconciliation with accounts department regarding passing bills.
- Monitoring of Goods receipts voucher & Gate pass (RGP & NRGP).
- Monitoring of stores ledgers RM, PM & All Misc. Spear Parts
- Ensure timely procurement of engineering spares and consumables.
- Maintaining the all type Plant Scrap Timely Sale Prepared Scrap Cost Report Monthly Basis.

- Monitoring Monthly Basis Inventory Audit (RM, PM & Spear Parts).
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***Storage Systems**

- ODC (Over dimension Components) materials directly unloaded near the location.
 - Other materials unloaded as per Store layout with proper identification TAG.
 - Rejected/Damaged materials shall be maintained at separate location.
 - Shelf life materials not unloaded at open stock yard.
 - Maintain 5S systems in stores.
 - Housekeeping shall be carried out at site and stores to keep healthy work environment.
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Academic Qualifications

Bachelor's Degree in Art's (B.A) – Economics from Pune University.

Personal Details

- Date of Birth : 11st August 1993.
- Gender : Male.
- Marital Status : Unmarried.
- Languages Known : English, Hindi, Marathi.
- Residential Address : Room No – 332, Sector – 05, Koperkhairane Navi Mumbai 400709.
- Permeant Address : At Post Ambavade Taluka-Bhor , Dist – Pune 412206

Date :

(MR. CHETAN G. BHADALE)

Place :