

# HARSHAD DHAVALIKAR

## Professional Summary:

A qualified and enthusiastic professional with more than ten years of working experience in the Store and Purchase department of manufacturing industry. Experience of set-up/develop whole Store department and Purchase Process for the manufacturing organization.

Working Experience of Store, Purchase, Dispatch and Production department.

Willing to work in an organization of repute, located in any part of India offering me challenge and career advancement.

## • Highlights:

- 1) Material Procurement and Material Management.
- 2) Inventory control and management.
- 3) Vendor development, negotiation and management.
- 4) FIFO, LIFO.
- 5) Planning, Organizing & Control the flow of materials,
- 6) Maintaining Inventory levels, Create Inventory levels for present and new items.
- 7) Ordering new material as per Orders received or as per Production planning.
- 8) Material packing as per process, as per requirements & Material Dispatch.
- 9) Material Placing, Tagging.
- 10) Coordinate, Follow-up with Purchase department for material.
- 11) Coordinate, Follow-up with Quality department for testing & passing material as per process.
- 12) Knowledge of ISO Audits.
- 13) Arrange transport for material movement.
- 14) Handling workers, Motivate them for superior work, Train them as per situation or requirement.
- 15) Complete system work regularly with physical movement of material.
- 16) Working Knowledge of Tally, ERP, Excel & capable to work with any new software.

- **Work History:**

- 1. Store Head**

Dbind Wire Products Pvt.  
Ltd. (From Apr-2023  
present)

- 2. Warehouse In charge**

Perfect House Pvt. Ltd.  
(Sep-2022 to March-  
23)

- 3. Store and Purchase Executive**

Utkarsh Transmission Pvt.  
Ltd. (July-2020 to March-  
2022)

- 4. Store and Purchase Assistant**

Perfect House Pvt. Ltd.  
(May-2017 to March-  
2020)

- 5. Factory Supervisor**

V. R. Art Furniture Pvt.  
Ltd. (Jan-2012 to Jan-  
2017)

- **Education :**

Degree	School/University	Passing Year	Marks/Grade
B.A Economics	Shivaji University	2019	Grade A
12th	Shivaji University	2010	53%
10th	Maharashtra State Board	2008	74.30%

- **Language Known :**

Marathi, Hindi, English

- **Hobbies :**

Indoor Games

- **Personal Details :**

**Full Name :** Harshad Balkrishna Dhavalikar.

**Date of Birth :** 21/12/1991.

**Contact :** **Mob-**7262013226.

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

**Yours Faithfully**

Harshad B. Dhavalikar