

Sonawane Harshal Jagdish.

Store Executive

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Objective:

Seeking a challenging & growth oriented career, where I can utilize my skills & talent towards the objective, where I can achieve a success & can learn a lot towards growth personally and professionally.

Industrial Experience:

Experience & Currently Working	Designation	Date of Joining
Cilicant Private Limited (Pharma)	<u>Store-Executive</u>	April 2022 To Present
Leadec India Private Limited (Maintenance)	<u>Store Officer</u>	April 2021 To March 2022
Mahindra Logistics Limited.	<u>Warehouse- Store Operation Executive</u>	Dec 2018 To April 2021

Professional Experience:

1) **Cilicant Private Limited (Pune)** - Current working as Store Executive since April 2022 to still Date.

Job Profile –

Raw Material -

- Inventory management of warehouse stock.
- Receiving incoming materials.
- To check quantity items against purchase order and consignment note.
- Action on defective items, shortages and excesses.
- Enter in register & Excel sheet update of received raw material then GRN.
- Rejected items, action to be taken.
- Asking Quality team for material sampling after GRN.
- Material tagging and tracking with respect to FIFO
- Coordination with the procurement team.
- Internal audit document.

- Reconciliation the physical stock with system stock.
- Inventory Transfer Request Close activity.
- Material transfer with Delivery Challan.

Finished Goods (Dispatch) –

- Manpower handling.
- Inventory management of warehouse stock.
- Stock Transfer.
- Taking Daily Finished Goods Stock.
- Preparing for Material Dispatch as per Sale order & preparing pre-shipment and getting QA Signature on it.
- Online booking for same day delivery of materials to local customer.
- Follow up with delivery persons for timely delivery of shipments.
- Training and guidance for 3PL staff to handle delivery/pickup persons.
- Daily follow up for despatches all over India.
- Pending shipment, if any, with reason and solution of issued for delivery on next day.
- Update of dispatch and delivery details in company's software.
- Follow up for proper storing of materials in racks and update in Software.
- Stock reconciliation after physical verification of stock.
- Weekly stock reconciliation.
- Follow up for sorting discrepancies.
- Follow up with vendors for delivery of materials.
- Lodging insurance claims against damage/shortages.
- Preparation of vendor agreements.
- Checking/passing of all bills related to logistics.
- Follow up with accounts department for timely payment.
- Preparation of way bills as & when require.
- Resolve any arising problems or complaints for logistics.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Comply with laws, regulations and audit requirements.
- Analysing & solving logistical problems.
- 5's maintain.
- Adherence to all pharma regulations in company premises.
- Keep area in a clean secure & professional way.

2) Leotec India Private Limited (Pune) - Working as Store Officer since April 2021 to still Date (Maintenance).

Job Profile –

- Manpower handling.
- Monthly MIS meeting Attend.
- Inform the manager if there is any variance in the material then reconciliation the variance stock.
- Keep the costly material locker room.

- Material entry in MAXIMO ERP Software.
- Consumption of daily used material follow up.
- Consumable spare list send every month.
- Every month given the Total preventive maintenance check sheet & previous month check sheet collet & to keep proper.
- Every day close system generate breakdown & P.M.
- Provide preventive maintenance monthly, quarterly, half yearly & yearly sheet.
- Monitoring monthly basis inventory audit PM, Breakdown, Why-Why & spare part.
- Sending month of end employee attendance & OT sheet to HR Office.
- Maintain 5s systems in stores.

3) Mahindra Logistics Limited (Pune) - Working as Warehouse-Store Operation Executive from Dec 2018 to April 2021

Job Profile –

- Inventory management of warehouse stock.
- Receiving incoming materials.
- To check quantities items against purchase order and consignment note.
- Action on defective items, shortages and excesses.
- Enter in register & Excel sheet update of received raw material then GRN.
- Rejected items, action to be taken.
- Internal audit document.
- Reconciliation the physical stock with system stock.
- Maintaining the cycle of the material dispatch.
- Box wise dispatch of material.
- Preparing the invoice of dispatched material.
- Follow up with the transporters in regards with the dispatch.
- Preparing the dispatch report on a daily basis.
- As per order making invoice, Delivery Challan & E-Way bill.

Education:

Examination	Board/University	Year of Passing
Material Management	Pune	2019-2020
M.A.	S.P.Pune University	2015-2016
B.A.	S.P.Pune University	2013-2014

IT Skills:

SAP, BPCS, IBM Maximo, Excel, Outlook, Gmail.

Declaration:

I hereby declare that the above information is true and valid to the best of my knowledge.

Place: Pune

Date:

Your's faithfully

(Sonawane H. J.)