

## **Pratik Sanjay Sutar.**

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### **Objective:**

**Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.**

### **SKILLS SUMMARY**

- Active listening
- Communication skills.
- Interpersonal skills.
- Leadership skills.
- Management skills.
- Problem-solving skills.

### **EDUCATION & TRAINING**

Sr. no	Examination passed	Board of Education	Year of Passing	Percentage %
1	<b>Diploma in Computer Engineer.</b>	MSBTE	JUNE 2015	56.26%
2	<b>H.S.C. (Computer Sciece)</b>	KOLHAPUR	FEB. 2012	45.00%
3	<b>S.S.C.</b>	KOLHAPUR	MARCH. 2010	66.00%

### **SKILLS SETS**

**SAP Skills** : **MATERIAL MANAGEMENT Module**

**IT Knowledge** : MS Office, MS-CIT, DTP, BAN ,LNINFORE

**SAP Version** : SAP 6.0C

### **SAP –MM EXPOSURE**

- Configuration of MM organization elements and assignment to overall structure.
- Configuration for Master data, which includes Vendor master, Material master, Source List and Info Record.
- Configuration of Material types, Valuation classes and automatic account assignment settings.
- Configuration of document types and number ranges for PR, RFQ, PO Quantity contracts, Value contracts and scheduling Agreements.
- Settings for different tolerance keys in purchasing Inventory management and Invoice verification for automatic control.

- ❑ Configuration of calculation schema for Local vendors and Imports pricing procedure with necessary condition types, access sequences and condition tables.
- ❑ Trained the core team members in the preparation of MM master data for materials, vendors, Info records, and conditions.

## **EXPERIENCE SUMMARY**

**Name of Company:**        **POSHS CINOTI PVT LTD,KHANDALA**

**Designation:**                **Store Officer**

**Period of Employment:** **15 AUGUST 2023 To Present Date.**

### **Job Responsibilities:**

- Assist inventory , purchasing and logistic.
- Ensure products movement from suppliers to retails outlets.
- Take inventory and analyze all documentation such as invoices bills, and other supply documents.
- Make material gate entry (GIE)& Goods Receipts Note(GRN) on Daily Basis.
- Material Issuance , Transfer posting to Assembly & Production.
- Rejection Material send to Vendor make Rejection Challan Invoices.
- Material Rework & material Process send to Vendor make SUBCON,RETURNABLE,NON-RETURNABLE Challan & Invoices.
- Suppliers making GRN Invoices taking Sequence, and sending to Account Department.
- Take Properly maintain filing Documents day to day such as Subcon challan ,courier invoices,customer return Material Invoices,material Send Back to Vendor Invoices.
- Daily Flash Report to GIE,GRN,SUBCON,REJECTION,RETURNABLE,NON-RETURNABLE,INVOICES, to Day today Work.
- Ensure closure of RGP
- Monitor physical stock vs SAP on monthly.
- Prepare and circulate stores MIS report.
- Scrap Disposal Activity.
- Follows SOP and work instruction of regular stores dept activity.
- Documentation,implementation and Handling Of Audit (ISO/SAFETY/and CGMP)

**Name of Company:**        **ACG PAM PHARMA TECHNOLOGY,SHIRWAL**

**Designation:**                **Store Assistant**

**Period of Employment:** **24 OCTOBER 2019 To 15 AUGUST 2023**

**Job Responsibilities:**

- Assist inventory , purchasing and logistic.
- Ensure products movement from suppliers to retails outlets.
- Take inventory and analyze all documentation such as invoices bills, and other supply documents.
- Make material gate entry (GIE)& Goods Receipts Note(GRN) on Daily Basis.
- Material Issuance , Transfer posting to Assembly & Production.
- Rejection Material send to Vendor make Rejection Challan Invoices.
- Material Rework & material Process send to Vendor make SUBCON,RETURNABLE,NON-RETURNABLE Challan & Invoices.
- Suppliers making GRN Invoices taking Sequence, and sending to Account Department.
- Take Properly maintain filing Documents day to day such as Subcon challan ,courier invoices,customer return Material Invoices,material Send Back to Vendor Invoices.
- Daily Flash Report to GIE,GRN,SUBCON,REJECTION,RETURNABLE,NON-RETURNABLE,INVOICES, to Day today Work.
- Attending Morning meeting Solving the Issues Purchaser ,Vendors, Quality Safety & company clients.
- Receiving Material Properly Check to Unload er and make GRN.such as Actual send vendor physical Material & Invoices to be Checked making GRN Process.
- Make Sure Goods reach the Correct destination.
- Monitor the stock level and reorder the Goods.
- Assist the supply chain manager in planning and Organizing the Distributions of goods.
- Detailed knowledge of the product range and store layout.
- Co-ordination company production scrap to sending to scrapper on monthly basis.
- Arranging the Transporter Vehicles Dispatch the Production Material.

**Name of Company:** GODREJ INTERIO, SHIRWAL

**Designation:** Purchase Assistant

**Period of Employment:** JUNE 2015 TO AUGUST 2019.

**Job Responsibilities:**

- Raised Purchase Orders Materials sending to Vendors
- Receiving Material Checking Invoices Actual line Item & Physical Quantity to Database.
- Maintain the Vendor Material Quality, Cost & Delivery Control Daily basis.
- Material follow-up to Vendor Daily Communication By Email ,phone calls,& Social Media.
- Making Service PO Requirements to Clients are Sending Material properly Due date.
- Maintain Excel file to Production Order (PR) to Purchase Order (PO) conversion by production head Requirements.
- Receiving Material Received to Vendors properly time before two days ago Production Planning.
- Vendors Registration form filling by monthly basis.
- Visiting to Vendor Some basic Solving the Problem of Production Material.& Production Quality.
- Making Stores GRN, invoices of vendors sending to Account Department.
- Solving the Payment Problem to the Vendor.
- Maintained Client information on internal database.
- Certified in in time apparel measurement.
- Instructed Clients on Proper fit and helped with designer selection.
- Performed Daily Office task Mailing ,filing, typing and faxing scanning Documents/ Special Orders documents.
- Provided Skillful and through Support to Management.
- Excelled in building long-term positive relationships, with co-workers and clients.
- This is Dummy Description data, Replace with job description relevant to your current Role.
- Maintain Stock And Inventory Using P2P Cycle.

**EXTRACURRICULAR ACTIVITIES**

**Computer Skill:-**

- MS-CIT
- COMPUTER EXCEL

**Final Year Project:-**

- Bus Ticketing Management System,

### **Certificates:-**

- Nirmal Techfest -2014 State Level Antagonism Certificate Shri Chatrapati Sambhajiraje Polytechnic, Dhangawadi.
- Mudra -2014 Certificate Shri Chatrapati Sambhajiraje Polytechnic, Dhangawadi.

### **PERSONAL INFORMATION**

Permanent Address:	A/P.: Khandala, Tal – Khandala, Dist – Satara
Contact Nos:	9860001875
Email:	<a href="mailto:pratik15994@gmail.com">pratik15994@gmail.com</a>
Date of Birth	15/09/1994
Sex	Male
Language Known	English, Hindi & Marathi
Marital Status	Married
Nationality	Indian

### **DECLARATION**

I consider myself familiar with management Aspects. I am also confident of my ability to work in a team.

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

**Place:**

**Date:**    /    /

**Pratik Sanjay Sutar.**