

Rinku Babasaheb Waghmare.

Bhosari, Pune.

Email Id: rinkuwaghmare99@gmail.com

Mobile No. - 7038045258.

Store In-Charge.

5 Years 7 Months Industrial Experience.

Seeking a Responsible and rewarding position in a dynamic environment and in the growth process of organization where I can learn new things and build my experience every day, Utilizing my industrial experience and educational background. Boost my management skills by facing industrial challenges and acquiring formal education in the field of management.

Industrial Experience:

Organization - Darshan Industries International Pvt. Ltd.

Darshan industries is a company specialized in sheet Plastic Molding. Leading supplier of water purification components.

Designation - Store In-Charge

Duration - April 2024 – Till Date

Roles & Responsibility -

- Responsible for maintaining daily Inward and Outward records.
- Responsible for informing purchase department and procuring required consumables.
- Responsible for keeping system entries Up to date.
- Responsible for verifying inward material quantity.
- Responsible for making and verifying proper documents for Outward material.
- Responsible for stacking material at proper locations.
- Responsible for stacking material with proper tagging.
- Responsible for maintaining FIFO.
- Responsible for maintaining daily stock records in system.
- Responsible for verifying and maintaining Monthly & Yearly stock records.

Organization- Shree Stampings, Bhosari.

Shree Stampings is a TS 16949, TUV certified company specialized in sheet metal pressing, fabrication and welding. Shree stampings is a leading supplier of automotive components and car seat welding assemblies to the leading companies in the automotive sector's Adient India Pvt Ltd, TM Automotive Seating Systems Pvt. Ltd., JCB India Ltd., CVG Seating's India Pvt. Ltd.

Designation- Store In-Charge

Duration – Feb 2019 – Till Date (5 Years 2 Months)

Roles & Responsibility-

- Responsible for maintaining daily Inward and Outward records.
- Responsible for informing purchase department and procuring required consumables.
- Responsible for keeping system entries Up to date using ERP System.
- Responsible for verifying inward material quantity.
- Responsible for making and verifying proper documents for Outward material.
- Responsible for informing about the shortage to supplier or sending debit notes in case if needed.
- Responsible for stacking material at proper locations.

- Responsible for stacking material with proper tagging.
- Responsible for maintaining FIFO.
- Responsible for maintaining daily stock records in system.
- Responsible for verifying and maintaining Yearly stock records.
- Responsible for making the changes in system BOM for production parts in case of any ECN received from respective departments.
- Represented Store department in various Internal or IATF audits.
- Responsible for maintaining 5s system and Kaizen system.
- Hands-on experience of Tally Prime.
- Booking purchase entries using Tally Prime.
- Booking sales Billings in Tally Prime.
- Booking entries of payment receipt.
- Booking entries of Cash.

Educational Details:

| Course | Board/ University | Year Of Passing | Percentage |
|-----------|-------------------|-----------------|------------|
| S.S.C | Maharashtra Board | 2015 | 57.80% |
| H.S.C | Maharashtra Board | 2017 | 50.62% |
| S.Y.B.COM | Pune University. | 2021 | 46.57% |

Other skills:

- Hands on experience of Int-E-View 2000 ERP system.
- Hands on Experience of Tally Prime.
- Good English typing speed.
- Hands on different Operating systems like Windows Vista, XP, 98, NT.
- Proficient in MS OFFICE.
- Successfully completed MS-CIT course.

Strengths:

- Self-Motivated, Willingness to learn and acquire new skills.
- Good communication skills.
- Excellent in public relation skills.

Personal Details:

- Name : Rinku Babasaheb Waghmare
- Fathers Name : Babasaheb Waghmare
- Date of Birth : 23rd Feb 2001
- Gender : Female
- Nationality : Indian
- Marital Status : Unmarried
- Languages Known : English, Hindi, Marathi.

Declaration-

“I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars”.

Date -

Mrs. Rinku Waghmare.