

Rajesh Kusalkar

Rajesh Arjun Kusalkar

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Committed to maintaining accurate inventories and ensuring that all goods and materials are properly and safely stored. Specialize in observing inventory trends and anticipating needs based on established patterns To work where my skills and abilities will contribute towards growth of the organization.

Work Experience

Office Manager

Om Engineers and Packing Systems Pvt Ltd-Pune, Maharashtra

Full-time

February 2021 to July 2024

Designated as Office Manager

Rolls and Responsibility

(Admin/Assist Accounts/company compliances/ vendor registration)

1. Admin : Office set up work which includes housekeeping/ security / stationary/ Internet and Lan set up / Pantry and misc grocery/Meeting Arrangments for Directors....
2. Asst Accounts: Filing of GST compliances and Invoices from Factory office. Generating Eway bill / Transport diesel consumption record / Coordinating with CS for company compliances and multiple certificates.
3. Vendor registration : Providing all certificates and compliances for new supply / vendor activity..

Store Officer

AMIT ENTERPRISES HOUSING LTD-Pune, Maharashtra

Full-time

August 2019 to January 2021

Amit Enterprises

(Rohan Pate Group of Constructions LLP)

Site: Ved Vihar (Kothrud)

- A. Ensured that all materials and products were properly entered into database.
- B. Tracked the arrival of recently ordered materials.
- C. Ensured that all quality control procedures were followed.
- D. Identified and eliminated sources of pollution and other potential hazards.
- E. Coordinated efforts with all members of the store team.
- F. Checked incoming goods to verify that received items matched what was actually ordered.
- G. Ensured that all deliveries were stored according to storage instructions.
- H. Maintained updated inventory records and placed new orders as necessary.
- I. Prepared required shipping documents and coordinated deliveries with vendors.
- J. Maintained an updated database of all inventory levels.
- K. Ensured that all delivered materials went to the right departments.
- L. Prepared shipping documents and tracked all incoming and outgoing goods.

- M.Checked the quality of all received goods.

Store Manager

Maple Group-Pune, Maharashtra

Full-time

2017 to 2019

Aapla Ghar Bhamboli Chakan Talegaon (2017 to 2019)

- A) All store (Cement and other powder based material) proper stocking and daily stock updating.
- B) Inward and Outward material entry including security gate entry.
- C) Daily preparing of GRN and proper material checking with Site engineer.
- D) Daily follow up with Purchase Department for upcoming material and follow up for timely PO.
- E) Attending Sales with customer on site visit and guide them for their flat work.
- F) Make local purchase (Petty Cash) for site misc and urgent material if any.

Aapla Ghar Kharbwadi Chakan (2016 to 2017)

- G) Daily Site Material and Stock Checking.
- H) Diesel Generator reading daily record.
- I) Attend and Assist Sales and CRM team for customer enquiry and query
- J) Coordinate with CRM team for payment recovery and follow up for upcoming payments

D) Daily Housekeeping and Security

Sites Aapla Ghar Nanekarwadi Chakan-Pune, Maharashtra

Full-time

2013 to 2016

2013 to 2016)

- A) Completed Project with 500 Flat Possession and key handover to customers.
- B) Maintain Record of store inward and stock material at godown.
- C) Responsible for STP and Transformer room and Lift Maintenance AMC.
- D) Daily Housekeeping and Security work schedule including attendance checking.
- E) Club house and Garden surrounding checking (Watering and Cleaning)

Jalan Group-Unknown, Pune, Maharashtra

September 2012 to October 2013

Sites:Mahalaxmi Metro Square/Aapla Ghar Chakan/Aapla Ghar Bhamboli)

1. Daily updates from site and co-ordinate with Engineering Dept for material on daily basics.
2. Site expense and work progress reporting status to director on daily basis.
3. Co-ordinate with supplier and purchase dept related to site material.
4. Physical stock updating every 15 days.
5. Maintaining stock books on daily basis.
6. Good Practice in excel (Hyperlink) and word files.
7. Good command in Farvision Software.(Indent/GRN/Issue)
8. Monthly DG Reading and Daily electricty reading records.

Purchase and store incharge

Best Shelters Hospitalities Pvt. Ltd-India

Full-time

June 2008 to August 2012

AMC) for various suppliers.

6. Grocery and daily food vegetable orders and timely receive for fast food and dairy products.

C) ORBITTAL Electromech Engineering Projects Pvt. Ltd.

Executive Assistant to Managing Director

Orbittal Electromech Engg projects Pvt Ltd-Pune, Maharashtra

Full-time

June 2007 to May 2008

2. Coordinate with the suppliers for finalizing the material requirements at the client sites.
3. Looking after Housekeeping, Requirement of every single staff i.e. Stationary, Mobilization, and Travel.
4. Site Visit for safety accessories for employees.
5. Assist to HR Dept i.e. to make a list of staff salary and attendance.
6. Assist to Accounts Dept for banking and recovery status.
7. Arrange weekly meeting at conference halls.
8. Coordinate with billing section and ensure to deliver the invoices on time to clients.
9. Arrange Refreshment/Drinking water (if Req) on Site or Office.

HDFC Bank-Pune, Maharashtra

February 2002 to May 2007

2. Follow-up with the marketing department for bulk selling schemes.
3. Daily Statement Delivery to Merchant/Shop for Credit and Debit card Transactions.

Circulation Executive, Sales

E) Jasubhai Digital Media Pvt. Ltd. (JDMPL)-Pune, Maharashtra

Contractual

December 1999 to March 2001

1. Developing new distribution networks in the assigned territory for enhancing market share of the product.
2. Responsible for the operations and performance of the distributors within Pune region.
3. Ensuring proper display and availability of product at the News-stands and NCOs.
4. Coordinate with the Production & Dispatch teams for timely deliveries of consignment to the agents and subscribers.

Skill Set:

- ¥ Extensive experience with all aspects of store management
- ¥ Proficient in the use of stock tracking and logistics applications
- ¥ Strong understanding of storage and inventory management techniques
- ¥ Excellent ability to anticipate needs
- ¥ Substantial problem solving skills
- ¥ Ability to work varying schedules
- ¥ Impressive oral and written communications skills
- ¥ Good interpersonal and communication skills.
- ¥ Leadership and coordinating within a group of team.
- ¥ An innovative nature to present non-conventional ideas.
- ¥ Strong follow-up to ensure the logical and successful implementation of ideas.

Computer Proficiency:

- MS Office (Word, Excel,).Internet with Outlook ERP Software Farvision (Construction Industry)
- ERP Software Stock up (Construction Industry)
- ERP Kannix

Education

SSC in SSPMS, Maharashtra

State Board - Pune, Maharashtra

March 1995 to 1997

Skills / IT Skills

- EXCEL
- MS OFFICE
- OUTLOOK
- WORD
- Farvision ,stockup,kannix (5 years)

Languages

- Marathi - Native
- English - Intermediate
- Hindi - Intermediate