RANJIT NATHU PAGARE

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| Objective | ***Looking out for a challenging career which would*** ***Give scope for professionals’ growth.*** |
| Qualification | ***T.Y.B.Arts. 2009 years Mumbai******University****MCA Microsoft* |
| Psychical challenge Skills | ***Handicap polio 40%*** ***Store in charge and Store Keeper, Executive, Logistics and Store management.***  |
| Summary of qualifications | ***Store Keeper, Store Executive and Store Management*** ***Proficiency in Office Administration, Computers******Windows XP (MS Word, Excel, Power Point.),******Prepare MPR – Materials Purchase Report. And*** ***MRR – Materials Received Report.******MRN – Materials Receipt Not.******GRN – Goods Received Note.******MIR – Materials Inspection Report*** ***ERP system and*** ***DiGi Kraft system******Forvisonr2 system***  |
| Professional experience | ***Today global developers****11 march 2024. To 31st October 2024.**Today global Home**Upper Kharghar**Navi mumbai.* ***Senghani creator’s pvt. ltd.******1st April 2023 to 29 feb. 2024.******P B GLOBAL site Manpada******THANE WEST*** ***Arihant Construction pvt. ltd.******1st June 2022 to 20st Mar.2023******Kaylan, Store In charge*** ***Wood Kraft India P. Ltd.***  ***1st March 2022 to May 2022 Hyderabad Store Executive******PARADISE GROUP 2014 to 28.02.2022******Builder and developers*** ***Kharghar Navi Mumbai******Platinum Finevest pvt. Ltd. Bolt Trending Operator and*** ***Relationship manager*** ***Thane Hiranandani west ( NSE AND BSE 2009 to 2014)******Brisk Investment Pvt. ltd. Bolt Trending Operator***  ***Fort Mumbai ( NSE AND BSE 2005 to 2009)******WORK PROFILE:******Store Keeper and Store In charge Experience last 10years**** *Total working Experience* ***11 years.***
* *A result oriented professional with* ***10 years*** *of experience in Materials Management and* ***ERP****, purchase dept., and Labor Management Procurement etc.*
* *Presently working with Paradise Group, Kharghar, Navi Mumbai, as a Purchase dept.* ***(store Keeper, Store in charge, Executive Departments, Materials Management).***
* *Expertise in handling the stores operations entailing planning, receipts, stock valuation, issues and dispatching. Skillful in enhancing systems to bring greater cost efficiency levels.*
* *Possess exposure in ensuring the quality of Storage area and other operational area is as per the per-determined specifications & standards.*
* *Holds proficiency in developing procedures for preparing and implementing programs within the area of receipts, storage and issues.*
* *Excellent interpersonal, communication and organizational skills with proven abilities leading motivated teams towards achieving organizational goals.*

***Material Planning/Inventory Management**** *Preparing material requirement plan as per construction site needs. Tracking and maintaining inventory levels in the stores for all items required in the site. Getting purchase requisitions for preparation of purchase orders as and when inventory levels reach reorder levels. Efficiently managing the inventory levels, for ensuring ready availability of materials to meet construction targets.*

***Material exc.**** *Overseeing the store management and maintaining reduced inventory levels. Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation. Maintaining inter-departmental coordination, compliance's, budgeting and inventory control activities. Conducting on job training periodically documentation. Ensuring proper stacking of materials with codification for identification of materials. Managing within minimum investment in inventory.*

***WORK EXPERIENCE******Runwal Group******Contractor- Senghani Creator Pvt Ltd******Thane project, Manpada West.*** ***Arihant superstructure Complete Kalyan West Arihant Aaradhya 2023.******Project 08 August 2014. – 28 Feb 2022 date with Paradise Group, Kharghar, and Navi Mumbai. Working as a Purchase dept. and Store Keeper, Labor Managements exc. operating ERP software.******(Complete project with Kharghar Sai spring, sai solitaire, sai miracle, sai mannat, sai crystals, current working at Sai World Empire)******2009 to2014. Platinum Finevest pvt.ltd.at Thane******Relationship manager and Trending BSE AND NSE Market Idea and invest for proper share invest company*** ***(Handling with Subhash Lala sir and clients shares )******2005 to2009. Brisk investment pvt.ltd.at fort Mumbai.******Bolt operator Trending BSE AND NSE Market.******(Handling Sanjay kalwar sir and clients shares)******Accountabilities**** *Looking overall store affairs like receipt, stacking and issue of materials, taking stock quantity physically.*
* *Start maintain all store related register like Inward, outward, Issue, fix asset etc., and files like Challan / Invoice, Transfer Note, Gate Pass etc.*
* *Sorted all mix material and stacked in proper way in the Godown.*
* *Labor Handling and work distribution on daily basis.*
* *Unloading the received material in the store from the vendors & maintaining records in the stock Register & Computer.*

***Accountabilities**** *Looking overall store affairs like receipt, stacking and issue of materials, taking stock quantity physically and compare with the ERP stock report to check if any discrepancies.*
* *Providing Monthly MIS information, Stock Valuation Report, Ageing Analysis of Stock, Purchasing Report to the HOD for analysis.*
* *Responsible for proper material handling and housekeeping to ensure material receipt, checking, storing, preservation, transferring.*
* *Receipt and release of Purchase Requisition through ERP after verification of all attributes.*
* *Making the DMR & sending to all respected tower head & HOD on daily basis.*
* *Verification of Receipts and Issues in ERP.*
* *Making GRN, issue slip & invoice parking of all material using ERP Software.*
* *Maintaining of Asset Register and tagging of assets.*
* *Administering and monitoring the complete Material Management operations in the organization.*
* *Effectuating various policies and procedures in the organization.*
* *Coordinating with Construction Management Team, Accounts Team, Strategy Team, Planning Team, etc. to achieve the target.*

***Accountabilities**** *Making call to the vendors for quotation regarding the required materials.*
* *Making Purchase Order against the quotation.*
* *Unloading the received material in the store from the vendors & maintaining records in the stock books.*
* *Dispatching material to the concern persons in various departments as per their requirement by making an issue note.*
* *Making monthly & weekly reports & E-mailing to the Head of the Dept.*
* *Verification of Supplier Bills.*
* *Accountable for regular and timely flow of material on construction site.*
* *Proper material handling.*
* **Technical Qualification: *English Typing 60 Speed.***
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| Date of Birth | ***JULY 30TH 1980.*** |
| Languages | ***English, Hindi, Marathi***  |
| Hobbies | ***Listening to Music and cricket.***  |
| Interests and activities | ***Self – improvement.*** |
| Current Salary | ***PM 45600/- (Yearly 5 lacs 47 Thousand )( with PF AND Mediclaim policy)***  |
| Expected Salary  | ***30 % High (Wiith PF AND Mediclaim Policy)*** |
| Experience | ***Total work exp. 15 years.***  |

 ***THANKING YOU***

  **(RANJIT NATHU PAGARE)**