

NAME: NARENDRA CHHAGAN BHANDARKAR

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Mobile No:-9623908780

## OBJECTIVE

To become a professional in Material Management and make carrier in development in material management field.

## EXPERIENCE: TOTAL 15 YEARS

Sr. No.	Name of Company	Position held & Duration	Nature of work
1)	<b>Syscraft Global Enterprises LLP</b> C/o Poona Warehousing Pvt Ltd, Talera Estate,Pune Nagar Road,Wagholi, Pune 41207 Maharashtra,India	Warehouse Manager 22/06/2022 To Till Date	<ul style="list-style-type: none"><li>• Plan Coordinate and Sr. Manage the daily Operation of the warehouse.</li><li>• Ensure efficient receipt,storage,and dispatch of products.</li><li>• Monitor stock levels and ensure accurate inventory.</li><li>• Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements and customer deliverables Develop and maintain strong relationships with internal and external.</li><li>• stakeholders to ensure optimal performance Work collaboratively, negotiate and engage with key stakeholders to.</li><li>• facilitate delivery and compliance with department strategy Assist Senior Management in ensuring effective relationships with client</li><li>• businesses through maintaining an appropriate interface between the warehouse, suppliers and customers Liaise with customers, suppliers and transport companies as and when</li><li>• required in a timely way and handle any concerns Liaise with others in the business to monitor requirements and to ensure</li><li>• quality of service Contribute to new business initiatives and projects and review and.</li><li>• communicate the impact on Warehousing activities.</li></ul>

2)	<b>Fortuna Engineering Pvt Ltd. Ambad Nashik</b>	Store officer <b>21.09.2019</b> To <b>22.06.2024</b>	<ul style="list-style-type: none"><li>• GRN preparation/material receiving transaction in IFS (ERP) System.</li><li>• Inform to the concerned department for inspection of inward material with the use of inspection preserving tagging and storing the materials.</li><li>• All material receives from receipts, after confirmation from SQA team keep the material properly in store.</li><li>• To ensure that good warehousing practice followed in store.</li><li>• Handling recycle material (Receipts &amp; Issue).</li><li>• Coordinate to maintain FIFO method in stores.</li><li>• To maintain and verify physical stock with the IFS (ERP) system every month and send it to H/O.</li><li>• To take Daily 'A' class (High valued ) item Reconciliation physically with the IFS (ERP)System</li><li>• Submit all purchase invoices to the account Department on daily basis.</li><li>• Monthly vendor material stock reconciliation</li><li>• Maintain minimum &amp; maximum stock level.</li><li>• Dead /non-moving inventory control.</li><li>• Prepare Supplier Rejection material disposal sheet and send back material supplier as per guideline.</li><li>• Internal /Sister plant material movement with the help of vehicles.</li><li>• As per customer schedule prepare planning of packing and consumable material and send it to the purchase department.</li></ul> <hr/>
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3)	<p><b>SVKM Projects Dhule</b>  Survey No.499 Near Grudawara Behind Hotel Jankar palace Mumbai Agra Highway No.03.Dist.Dhule. Dhule 424001</p>	<p>Store Incharge   18/07/2016 to 20/09/2019</p>	<p>Material checking at time of receipt</p> <ul style="list-style-type: none"> <li>• Maintain material receipts,&amp; withdrawal of the stock from store.</li> <li>• Knowledge of proper bookkeeping and inventory management.</li> <li>• Issue of material as per day to day requirement.</li> <li>• Effective management of store operation in receiving,inspection,storage, issuance &amp; transfer of items as per company policy.</li> <li>• Inspect deliveries of damage or discrepancies; report to vendor , user &amp; accounting for reimbursements &amp; record keeping.</li> <li>• Physical stock verification need to be twice in year to cross check with the SAP inventory report. Knowledge of SAP for MM module will be an added advantage.</li> <li>• Ensure bar code label printing &amp; labelling on arrival of Asset material in store.</li> <li>• Constantly updating Asset numbers, descriptions &amp; their movement within institutions according to location changes and tagged by using the bar code labeling system.</li> <li>• Ensure adequate record keeping &amp; manage all documentation for transfer of material .</li> <li>• Co-ordinate the handling of freight the movement of IT &amp; non-IT material.</li> <li>• Good knowledge of Scrap disposal procedure for all kind of material.</li> <li>• To follow-up overall inventory management procedure.</li> <li>• Correspondence with supplier regarding discrepancy in receipt &amp; Rejections.</li> <li>• Material Valuation as per FIFO [as and when required]</li> <li>• Reconciliation of major items</li> <li>• Preparation of major Item schedules.</li> <li>• Preparation of Yearly Valuation Inventory Reports</li> <li>• Maintain the daily &amp; monthly of Excisable Inputs and Capital Goods.</li> </ul>
4)	<p><b>Jaychandra Agro Industries PVT.LTD,</b>  Dadasaheb Rawal Group of Industries, old Shahada Road, Dadangar, <b>Dondaicha</b> : 425 408 <b>Dist: Dhule</b> (M.S.)</p>	<p><b>Store Keeper</b>   <b>01 02. 2008</b>   to  <b>17/07/2016</b></p>	<p>Material checking at time of receipt</p> <ul style="list-style-type: none"> <li>• Correspondence with supplier regarding discrepancy in receipt &amp; Rejections.</li> <li>• Landed Cost of Major items</li> <li>• Material Valuation as per FIFO [as and when required]</li> <li>• Reconciliation of major items</li> <li>• Preparation of major Item schedules.</li> <li>• Preparation of Yearly Valuation Inventory Reports</li> <li>• Preparation of Material Master</li> <li>• Maintain the daily &amp; monthly of Excisable Inputs and Capital Goods.</li> </ul>

## EDUCATION QUALIFICATION

Exam	University	Year of Passing	Class
Post Graduate Diploma in Management - Material	Nashik	2018-19	Appear
M.A.	NMU Jalgaon	April 2017	PASS
B.A	NMU Nashik	April 2013	PASS
H.S.C.	Nashik Board	March 2004	PASS

## OTHER QUALIFICATION

- Obtained Certificate Course in Computer Operation M.S.C.I.T 2008
- Obtained Govt. Certificate Examination of Type Writing [English 30 WPM]

## ACHIEVEMENT

### SAP 6 HANA NEW UPDAT:-

ZGRN	For GRN		
MIGO	For Transfer for materials	MB 24	For Print
ZFT LABEL	For Label print,	ML 81N	For Edit Service GRN
MBGO	For print GRN Receipt	ML 81N	For Service GRN
MB52	For Find Material	MB 53	For Check Stock in all store
MB26	For material issue by MRN No	NMM 60	For Check material list
MB21	For make MRN& Create Recreation	ZRET	For check Customer Returned material
ME 2L	For Check P.O of customers.	ML 81N	For service GRN
ME51N	For Create Purchase Requisition	ME22 N	For P.O. Print
MB51	For check Batch wise material History	MMSC	For Add location in material Code
ME29N	For Release P.O	MB21	For mabing material requition by production
ML 83	For Service GRN Print	MB 26	For issue material by the store as per the
ZMSES	For Service GRN		Requisition no. by production
ME53N	For Search Purchase Requisition		
MB 26	For Transfer materials as per MRN No.		

## ACHIEVEMENT

.Tally ERP 9.2 successfully implemented in Stores Department

- All of knowledge for tally ERP9. working in tally software given following details
- Purchase entry
- Receipt Note
- Sales entry
- Dispatch of goods

## PERSONAL INFORMATION

Full Name : Narendra Chhagan Bhandarkar

Permanent Address : Sawata Nagar Bजारang Chowk  
Nashik: 425 408  
Dist: Nashik(M.S.)  
Mb.No.9623908780

Date of Birth : 01<sup>th</sup> June 1983,

Marital Status : Married

Languages Known : Marathi, Hindi, and English

Weight & Height : 70 Kgs & 5'.4"

N.C. Bhandarkar