

RESUME

MR. Amit kamalakar Tapkir

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OBJECTIVE

“Aspiring for a challenging and growth oriented career where I can use, my skills and contribute to the organization”.

STRENGTH & PERSONAL SKILLS

- Skilled Knowledge with of logistic & Procurement Management.
- Team player & ability to strong analytical skills.
- Ability to learn fast & adopt to any situation.
- Hard working & declaration towards work.
- Good command on Advance Excel & SAP.
- Working in SAP module (SD/MM/PP).

PERIOD OF EXPERIENCE: 10 YEARS.

Experience :

Job Responsibility.....

ORGANIZATIONAL PROFILE

Greaves Cotton Limited, a diversified engineering company that is a leading manufacturer and marketer of diesel engines, petrol engines, generator sets, pump sets and construction equipment. With a 160-year-old engineering legacy spreading across India and a growing global presence, we take pride in our quality products and services.

Presently working as Assistant Manager – Procurement/Central Logistic/Order Management

From: - 24/04/2018 To Till Date.

- Planning of parts procurement.
- Supply Chain formulation for Auxiliary Power Business Unit for smooth production planning.
- Responsible for procurement planning and execution for 200 Cr INR annual Procurement of Canopy, Control Panels, Radiators, Engines, Alternators etc. from 101 nos. of approved suppliers.
- Monthly Schedule preparation & Communication to vendor.
- Daily FOL (Front Order Load) review to maximize the productivity consuming all 5C (critical) components.
- Follow up and Getting Commitment and parts in time from vendor.
- Identifying any supply issue and ensure the supply of parts against schedule in time.
- Preparation of ASN for GRIN.
- Coordinate with transporter and arrange collection of parts from vendor and delivery at Plant in time.

- Regularly monitoring new customer order and arranging parts to fulfill the demand in time.
- Follow up with finance team for vendor payment related issue and settling.
- Follow up with Plant team and solve supplier related/GRIN related issue in time.
- Instruction and follow up with plant to get parts as per monthly scheduled and urgent requirement,
- Generate Material & Transporter PO & making Service Entry for payment Purpose.
- Visiting vendor whenever require to ensure supply and availability of parts.
- Implement Material Lot Traceability Process.
- Material Issue against BOM (Bill of Material) on line.
- Maintain MIN.& MAX.Reorder inventory level.
- Ensuring Compliances procedures for storage & preservation of material.
- Working with FIFO & LIFO Process.
- Vehicle Estimations and Placements according to required TONNAGE for dispatched.
- Freight provision preparation and making sure for transportation cost keep under allotted budget by finance team.
- Inward Vender Material As per Vendor PO with ASN & material Issue the Production Department.
- Bill verification of transportation & clearance for same on regular bases.
- Making ASN.
- Process of Insurance claims in case of in transit damages.
- Prepare MIS reports on monthly basis.
- Implement TM module in existing systems.
- Implement vendor milk Run plan & yearly reduced 25% freight cost.
- Stock allocation for all over India Distributors.
- Help for generate the transporter Rate Contract.
- Daily Customer order processing in SAP & releasing process.
- Generate EWAY BILL on time.
- Working on customer order cycle with coordination with marketing team for order fulfillment.
- Making material availability in case of JIT requirements.

Finolex Cables Ltd is the flagship company of the Finolex Group was established in 1958 in Pune. Today, it is India's largest and leading manufacturer of electrical and telecommunication cables with a turnover in excess of Rs.16 Billion (about US \$ 320 million)

Worked as Senior Sales - Coordinator A.M/OES Dept from: -
28.04.2016 To 10.04.2018

CP/ Dealer Schedules:

- Preparing standard offers, quotation, sales orders.
- Stock Allocation All India Branches.
- Create Customer code in SAP.
- Release the Customer Credit Note. Prepare Monthly Review. (Monthly Sales Plan, Branch wise sales Plan, Stock Planning, value wise stock lying in Branches) & sent sales team for allocation.
- Daily Customer order processing and SPA management.
- Continuous follow up with the customer for commercial requirements.
- Inter department co-ordination with the other support functions in the organization.

Admin activities:

- Sales team support related to admin activities.
- Expenses submission, Cheque submission to Billing.
- Update Credit Note Debit Note Status.
- Coordinate and follow-up with cross functional department.

Credit Controller

- Share the overdue outstanding to all customers on monthly basis.
- Follow-up with them on regular basis to clear the overdue on time to time.
- Co-ordination with Finance and customers for all debit/credit note related issues on account of freight, octroi, quality rejections.

Bosch Ltd.”

Established in 1985, Bosch Chassis Systems India Limited. The company manufactures products to comply with the stringent requirements of the leading OEMs in the automobile industry as a manufacturer of brakes for 3-wheelers, Passenger Cars, Utility Vehicles, and Light Commercial Vehicles.

RBIC uses its system engineering capabilities to suggest the right kind of brake system for the OEMs.

Worked as a Missionary Representative OES Dept From: -
20.02.2012 To 01.04.2016.

Job Responsibility.....

- Preparing Daily Sales MIS Report
- Making Daily PP & Disp Plan, Inventory & Order balance. Co-ordinate with plant for dispatch the material.
- Preparing Filter Plan & OEM Visit Plan & sent to HO on Monthly basis.
- Handled important OEM customer like M&M, TATA (PVBU), TATA(CVBU), AMW, & CUMMINS.
- State wise Preparing Permit.
- Preparing plans like Filter Plan, Conversion plan, scheduled plan.etc.
- Preparing Quotations, Draft orders, production orders & Check Stock in SAP.
- Preparing Reconciliation plan as per Customer Schedule & readiness with the instructions of KAM's.
- Reconcile Schedule Vs. Actual Billing.
- Follow up with HO for releasing the Parts for production. Preparing Performa invoices & forwarded to Customer.
- Preparing Sales Analysis Report for Monthly & Quarterly in Customer wise & Product Wise.

Highlights:

- a. Successful shifting of APB Plant from GCL Chakan (Rented) to GCL Akurdi (Owned) without affecting the daily production rate & sales.
- b. Successful launch of new model “Genius” with RMU implementation.

EDUCATIONAL QUALIFICATION :

Intermediate from Pune Board in year – 2004.

High School from Pune Board in Year – 20002.

B. Com from Pune university in year 2007.

Appearing PGDM from Dy. Patil Collage from -2021. (Operations & Supply Chain)

Computer proficiency

- **MS- CIT, Tally 7.2,**
- **Knowledge of SAP. (PCD/PP/MM)**
- **Advance Excel, Team Management, Lean Business Process, Advanced Quality systems.**

PERSONAL DETAILS

Name : Amit Kamlakar Tapkir .

Father name : Kamalakar Tapkir .

DOB : 06/07/1987.

Sex : Male.

Marital Status : Married.

Nationality : Indian.

Languages Known : Marathi, Hindi & English,

Hobbies : Listening to Music, Watching & playing cricket

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Pune

Amit.K. Tapkir.