

CURRICULUM VITAE

Mahesh Mankar

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CAREER OBJECTIVE

To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks.

EDUCATION QUALIFICATION

Examination	Board / University	Year	Class Obtained
M.B.A	ISBM, Pune	2019	First Class
B.A.	Amravati University	2013	First Class
H.S.C.	Maharashtra Board	2009	Second Class
S.S.C.	Maharashtra Board	2007	Second Class

Professional Qualification

- Diploma In Digital Draughtsman
- English Typing 30 W.P.M.
- Completed MS-CIT.
- AutoCAD 2D & 3D

Work Experience

Organization: Bhaskaracharya Pratisthana, Pune

March 2013 to May 2018

Job Profile: Administrative Assistant

Organization: Carraro India Pvt. Ltd. Ranjangaon, Pune.

June 2018 to till Date

Job Profile: SCM Officer

PROFILE OVERVIEW

- A competent professional in Stock Management, Material Management with 4 + years of experience in:
 - **Operations.**
 - **Management.**
 - **Stocks management.**

- ***Import/Export.***
- ***Process Analysis.***
- ***Machine Loading.***
- ***Store & Warehouse Management.***
- ***Production.***
- ***Inventory Control.***
- ***Logistics.***
- ***Sales Monitoring.***
- ***Buying Material.***

- Arranging all available material documents
- Issuing required material from the respective store
- Issuing the consumable materials for the respective site as per the requirement
- Collecting all detail like issue, delivery of consumable materials
- Keep the material inward and outward register
- All monthly stock statement
- Managing worker attendance card & daily manpower details
- Preparing Track Report Consumption Plan for Additional Requirement of Input Materials, submitting the same to Vendors & Follow-up for the Same
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Make sure control of aircraft tools procedures are understood and complied with
- Carry out instructions of the lead man of the group assigned by the Assistant

STRENGTHS

- Task Oriented & Energetic.
- Adaptable to work in changing environment and quick Learner.
- Work sensibly with a commitment to an excellence.
- Friendly nature with positive attitude.
- Self-confidence, honest and hardworking.

SKILLS SET

IT AND COMPUTER

- Completed basic computer course
- Using SAP System. (Material Management Module)
- Fluent User of Microsoft Office

MANGEMENT

- Daily Production Planning
- Supplier Scheduling.
- Planning Meetings.
- Decisions Making.
- Reporting & Communication.
- Managing Quality.
- Supplier Follow up.
- Forklift Management.
- Scrap Disposal Management.

PROFESSIONALISUM

- Confident, Energetic and a Quick Learner.
- Socialize well with people.
- Good analytical and Communication skills.
- A good listener & effective team worker.
- Ability to handle people diplomatically.

REPORTING & COMMUNICATION

- Preparing Excel Reports.
- E-Mail Writing.
- Communicative.
- Manage & Prepare Documents.
- Monthly KPI Reporting.
- Provision Reporting.

- Planning of Stores activities like Receipt, Storage, Issuance & Dispatch & 100 % execution of the activities as & when required.
- Planning & Execution in Receipt, Storage, Issuance & it's proper Documentation in day to day basis with daily & monthly reporting system in organization.
- Handling of activities in different organization like daily reporting & monthly reporting system as per management required.
- Handled the material start from negotiation, purchase order generation, follow up & receipt of material within stipulated time & as per commitment by Production Department.
- Kept the store's inventory as per minimum stock requirement & update the inventory & procurement of material.
- To update the store's BIN card as per material movement like Receipt & Issuance & entered the same in computer system.
- Kept the Finished Goods document in line & maintain the record for the same. Experience gained about dispatch of finished goods & also handled excise related documents.
- Exposure about material receipt order from Production & handover the Raw Material & Packing Material to Production for further process / to convert Raw Material into Finished Product.
- Exposure about Storage of all Material lines in the Store's in systematic manner with proper identification as well as proper identification code no to easy access of Material.
- Exposure got preparation of Purchase Order, Goods Received Note, Material Issuance Note and Finished Goods Dispatch Note with proper documentation.

- Exposure about Receipt of Finished Goods Note from final Packing Department & Storage of Finished Goods.
- Co-ordination with Production Department / Quality Control Department for any type of documentation & completion of documents for routine as well as Audit related documents.
- Exposure got to different Audits & documentation as per the standards.
- Kept all Stores documents as per their requirement & cultured the systematic working in the Store Department.
- Exposure got to handle the CRM system for routine store's activity & handling of Store's activity through CRM system.
- Exposure got to handle the SAP system for maintaining Inventory & Using some T Cods, For Daily Moving Activities through SAP Operating System.
- Taking Lead Roll On Domestic As Well As Export Shipments, From Preparing Container Loading Sheet To Container Loading And Dispatching Activities.

FIELD OF INTREST:

- Management of Warehouse & Inventory.
- Supply Chain Management (Dispatch Department)
- Supply Chain Management (Receipt Department)
- Supply Chain Management (Planning Department)

Personal Details

Name	Mahesh Purushottam Mankar
Present Address	C/o Mr. Santosh Gaware Room No – 07, Karanje Nagar, Shikrapur Tal – Shirur Dist - Pune
Permanent Address	At Post- Akola KD, Tal – Jalgaon Jamod, Dist – Buldana, Pin -443403
Contact No	8975042943
Date of birth	11/07/1991
Sex	Male
Nationality	Indian
Marital Status	Married
Hobbies	Watching movies, Listening music, video editing and Browsing

Declaration:

I hereby declare that the particulars given above by me are correct to the best of my knowledge.

Place: Pune

Date:

Sign:

Name:

