

Resume

Mayappa R. Malatwadkar

Bachelor of Commerce (B.com)

Mobile NO. 9552315862

Email. Maheshmalatawadkar4@gmail.com

PROFILE

Professional Logistics Coordinator with proven Expertise in Data Management, Contract Negotiation. Looking to obtain Managerial Position with Harman International (India) Pvt. Ltd, Company. Seeking a Position of Accountant in Your Organization to Utilize my Educational Qualification, Bookkeeping, and Analytical Skills for Mutual Growth and Success.

JOB RESPONSIBILITIES

- Stock Audit plan For Store Item (GRN) As well As raw Material.
- As per invoice quantity material check.
- Scrap Challan Preparation (Report) up Sing of All Concern Dept.
- We have a procurement process of import consignment created by IFS system.
- Receiving and processing warehouse stock products.
- Maintenance of stock records.
- Consignment creating, import Consignment, Tax invoice.
- Inspect warehouse and any issue to the supervisors.
- Maintaining all Records of Dispatches.
- Maintaining 5s in Warehouse

WORK EXPERIENCES

➤ Harman International INDIA Pvt. Ltd

Consultant-SCM (Dispatch Executive)

Working: Aug 2023 to still

Designation: Consultant-SCM (Dispatch Executive)

- Currently Working as a Consultant-SCM (Dispatch Executive) at Harman International (India) Pvt. Ltd,
- Day to day planning for dispatching material.
- Knowledge of Stores Activity, processes, Packing, Transportation & equipment's used in Stores and Dispatch.
- Dispatch planning, achieving daily require targets with respect to quality, quantity & customer satisfaction.
- Successfully planned to achieve the Schedule vs. Dispatches of all part
- Keep Tracking of all Incoming Material in the Store Issue, Dispatch, from the Store & Ensure that should record Properly & Time to Time.
- Daily Dispatch report, Weekly Dispatch Plan, Daily Dropping plan.
- Schedule Vs Dispatch Achievement monthly report,
- Daily Sending Dispatch Details to the Customers, Day to day stock monitoring
- E-way Bill Creation.

➤ Bridgestone India Pvt. Ltd, Chakan

Warehouse Assistant

Working: Feb 2022 to Aug 2023

Designation: Warehouse Assistant

- Working as a Warehouse Assistance at Bridgestone India.
- SAP handling knowledge.
- Making a GRN as per challan.
- Create Dispatch Check sheets.
- Creating Billing (Invoice) Documents.
- Create STO.

- End of Month Inventory Report (Stock Check).
- Communicate and resolve issues with Logistics

➤ **Amphenol Interconnect India Pvt. Ltd**
Store Executive / Purchase Executive

Worked: Sep 2019 to Feb 2022

Designation: Store Executive / Purchase Executive

- Working as At Amphenol Interconnect India Pvt. Ltd, I have two years asPurchase Executive.
- Making GRN of invoice which received directly from vendor.
- IFS Software handling.
- Maintain inward labelling.
- Account document submission for bill clearance.
- Material received as per challan.
- Send other documents to respective departments.
- Ensure Receipts and Issues are correctly documented.
- All store documentation

➤ **Sai Steel & Pipes**

Accountant

Worked: July 2019 to Sep 2019

- Account general entry Book.
- Material In-out Data entry.

SKILLS

- Good knowledge of the Microsoft Office Package,especially of Excel and Word.
- Strong supervisory and leadership skills.
- I able to work efficiently as part of a team orindependently.
- I have good verbal and written communicationskills.
- Sound knowledge of IFS Procurement.
- PO Create.
- Import Documentation.
- Shipping Documentation.
- I ready to accept new challenges and I have GoodEnergy to complete it.
- Proficient with data entry and inventory softwareand systems.
- Manpower Management
- Workplace Improvements.

SOFTWARE

- SAP WM (SAP Warehouse Management)
- SAP MM (SAP Material Management)
- SAP S4 HANA(SAP High-performance Analytic Appliance)
- MS Office
- Tally ERP 9
- IFS system. (Industrial and Financial Systems)

EDUCATION

- **Shivaji University**
March 2019 B.com
- **Pune Board.**
February 2016 HSC
- **Pune Board.**
March 2014 SSC

PERSONAL DETAILS

Name : Mayappa Ramu Malatwadkar
Date of Birth : 21/10/1998
Address : At/Post Hadalage Tal: Gadhinglaj Dist.: Kolhapur 416504
Nationality : Indian
Marital Status : Unmarried
Language Known : English, Hindi, Marathi.

DECLARATION

I assure you that the above information is true to the best of my Knowledge. Your kindly requested to consider my candidature for the suitable Position in our Organization.

Place: - Pune

Date.

**Yours Sincerely,
Mayappa Ramu Malatwadkar**