



# SHUBHAM VIJAY ZADE

SAP CERTIFIED MM CONSULTANT | STORES & PROCUREMENT

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## PERSONAL DETAILS

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## CAREER OBJECTIVE

Bachelor of arts Graduate Having 6 Years' Experience in **Materials Management, Materials Planning & Procurement area**. I wish a challenging and rewarding career in **Supply Chain Management**, where demonstrated skills will be used for **attaining management goals and objectives**.

## EDUCATION

**Bachelor of Arts**

Pune University

Modern college arts science and commerce

June 2015 – July 2018

61.23 % Marks

## ACADEMIC DETAILS

**Bachelor of Arts:** - From Modern College of Arts Science & Commerce (Pune University) July 2018 with 61 %Marks.

**12th (HSC):** - From Rani Durgavati Junior College (State Board) In May 2015 With 63 % Marks

**10th (SSC):** - From Rajee Dharmarao High School (State Board) In June 2013 with 66 % Marks.

## SKILLS

Procure-To- Pay cycle (P2P)  
Goods Receipts/Goods issue pipeline Procurement  
Enterprise Structures  
vendor consignment  
Physical Inventory  
Transfer Posting  
sub-contracting  
stock transfer  
FIFO

## EXPERIENCE -

### LLOYDS ENGINEERING WORKS LIMITED

**Position – Store Officer**

**(Since April – 2023)**

**Reporting to General Manager**

#### Responsibilities:-

- ❖ Inventory management, Employee training & development
- ❖ Manage stock levels and make key decisions about inventory control
- ❖ Manage store operational requirements by scheduling and assigning employees
- ❖ Responsible for day-to-day management of **stores operations (Receipt, Packaging, Storage/Preservation and issues** of materials for Production).
- ❖ Creation of Goods receipt note in SAP
- ❖ Creation of Goods issue note in SAP
- ❖ Stock transfer order in Plant to Plant & storage location to storage location in SAP
- ❖ Creation of E-Way Bill & Arrangement of vehicles.
- ❖ Take quotation from various vendor, creation of purchase order& Coordination forDelivery on the time.

## SAP CERTIFICATION DETAILS

SAP ERP Materials Management, Version ECC 6.0 (79%) From Delphi Computech Pvt Ltd., Pune - SAP Authorized Training Center

## TRAINING ATTENDED

5's- Workplace in  
Organization  
Physical Stock Taking  
Safety at Workplace

### **Crossword Bookstores Pvt. Ltd.**

**Position – Inventory Co-ordinator ( November 2022 to April -2023 )**

**Reporting to Supply chain Manager**

#### **Responsibilities: -**

- ❖ Understanding Warehouse Inward Process & Improvements In Weak Procedures
- ❖ SOP Documentation & Implementations In Warehouses.
- ❖ Creation of GIN ( Goods Inward Note )
- ❖ Invoice verification as per inward material.
- ❖ Material Tagging & storage as per SOP Standards.
- ❖ Coordination with Vendors if Material Short Or Damaged Received
- ❖ Coordination with Accounts team if Any Delays in Payment.
- ❖ 5's Implementations in All Warehouses.
- ❖ Procedure define In ERP System & coordinate with IT Team for Implementation.

### **Yash Technologies Pvt Ltd. Pune**

**Position – Trainee ( May – 2022 To November 2022)**

**Reporting to Sr. Solution Architect**

#### **Responsibilities: -**

- ❖ Understanding of **Enterprise Structures and its assignment**
- ❖ Procurement processes like **sub- contracting, vendor consignment,RTP and pipeline.**
- ❖ Complete understanding of **Procure-To- Pay cycle(P2P).**
- ❖ Master Data Management.
- ❖ Goods Receipts/Goods Issues

**Kumar Metal Industries Pvt Ltd Manor, Thane Maharashtra**

**Dec 2020 – May 2022**

**Position - Stores Assistant**

**Reporting to Sr. Manager - Stores & Dispatch**

**Responsibilities: -**

- ❖ Coordination with **Planning and Manufacturing for Material Management, Managing Inventory** of various items as per storage locations physically and in System.
- ❖ Proper process of inward (**Create GRN, Edit GRN, Print GRN**) & outward (Material allocation to PBOM, Create Material Issue Note, Print Material Issue Note) of stock.
- ❖ Responsible for day-to-day management of **stores operations (Receipt, Packaging, Storage/Preservation and issues** of materials for Production/Dispatch requirements).
- ❖ Checking details of Incoming Materials, Receiving Material, and Documenting & Verification, FIFO implementation, Packaging improvement, Logistic cost saving.
- ❖ Daily shortage report generation, scheduling and ensure material availability by maintaining Min Max level of consumables. Maintaining 100% inventory accuracy through perpetual inventory.
- ❖ Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping. 5'S & Continuous Improvement & development on personal as well as operation level.
- ❖ Smooth operation of all store's activities related to stores like **Receiving of goods, Document clearance, Storage, Preservation and Accounting.**

## COMPUTER AWARENESS

Operating System: Windows 11, 10  
MSCIT Certification with 80 % of Marks  
English Typing Certification (30 & 40)  
MS Office (Word, Excel, PowerPoint)

**Kelvion India Pvt Ltd**  
**July 2018 – April 2020**  
**Position - Stores Assistant**  
**Reporting to Sr. Manager - Stores & Purchase**

### Responsibilities: -

- ❖ Proper Process of Outward (Material Allocation to PBOM, Create Material Issue Note, Print Material Issue Note)
- ❖ Creation of Purchase Requisition for Consumable material
- ❖ Research potential vendors and raised a purchase order
- ❖ Compare and evaluate offers from suppliers
- ❖ Negotiate Contract terms of agreement and pricing
- ❖ Track orders and ensure timely delivery
- ❖ Maintain updated records of purchased products, delivery information and invoices
- ❖ Responsible for day-to-day management of stores operations.
- ❖ Checking details of Incoming material, Receiving Material and verification of documents at the time of Material Receiving,
- ❖ FIFO Implementation
- ❖ Proper labour management for regular activities.
- ❖ Coordination with vendors in case material Received Short, Excess & Damaged.
- ❖ Compliance of store documentation as per SOP defined in ISO standards.
- ❖ Coordinate closely with purchase and production team members to understand the production plan and ensure smooth flow of materials.
- ❖ Circulating Inward Outward Report on Daily basis.
- ❖ Responsible to keep a proper track of all the goods in transit