

RESUME

SHIVARKAR SANTOSH BALASAHEB.

B.COM. DOA.

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CREER OBJECTIVES

Looking for a good carrier opportunity, where I can learn Maximum in the process & use my managerial skill towards the Growth of organization.

AREAS OF EXPERTISE

- **Industry**
- **Liquor & Beverage**
- **Food Industry**
- **Academic.**
- **Garment**

TOTALEXPERIENCE

- **Stores & Logistics Department 15 Years.**
- **Purchase Department 2 year**

Skill Set

- **Store Inventory, Warehouse & Dispatch, Logistics Operation Control & Management**
- **Inward & Outward Controlling & Management**
- **Implementing Various Operation Process to Preventing from Process errors & Losses.**
- **Maintaining Inventory Process FIFO, FEFO, LIFO, ABC Analysis, 5s, Kaizen to Smooth Operation.**
- **Transport, Manpower & Time Management.**
- **Petty & Floating Cash Management.**
- **Purchase & Vendor development & Management**
- **Handled Various Industries ERP Software's and SOP's.**
- **Co-Ordinate with All Concern departments for Smooth Operation.**
- **Stock Reconciliation & Audit Process**

I ATTIRE COMPANY PVT. LTD. J/ V (MAFATLAL INDUSTRIES LTD), KESNAND, WAGHOLI, PUNE-412207

Designation: SENIOR EXECUTIVE STORES & DISPATCH

Duration: Sept 2023 TO Present

Job Roles & Responsibilities:

STORE INVENTORY CONTROL & MANAGEMANT

- **Material Verification-** Verify inward Material Physically as per store parameter & cross check with its preferred documents & inform to Q.C. dept for checking its quality with Q.C. parameters.
- **GRN-** Prepare GRN for Inward RM/PM material in tally & Stacking material to its assign location & update BINCARD & make proper provision for damaged, shortage & rejected material & Submit all its documents to accounts dept.
- **Material Issuing Process-** Issuing material to to production dept through authorized requisition slip with concern dept Head & Handover material to concern authorize person for verification & take acknowledged copy for record.
- **Inward & Outward Entries-** Preparing all inward outward & other necessary entries in our tally ERP software & Submit its report to concern dept on daily basis for knowing update status .
- **Stock level-** Maintain minimum/adequate inventory level in all our RM/PM/FG stores & Monitoring on Fast Moving, Slow Moving & non moving stock to avoid inventory losses.
- **Stock Reconciliation & Audit Process-** Doing Stock reconciliation & audit activities on monthly basis & closed open points in given TAT.
- **Cleanliness –** Maintain all our Stores area clean & tidy on daily basis & disposed expire material on time to time
- **Manpower Management-** Assign store responsibilities & KPI to our store team & Monitoring & Co- ordinate properly on their work activities & guide them to follow stores SOP's to avoid any abnormalities.
- **Reports -** Prepare all concern MIS Report require for upper Management team.

DIPATCH PLANNING & MANAGEMENT-

- **Verification-** Verify tally dispatch requisition prepared by merchant team & cross check physical qty & approve for further process.

- **Dispatch Readiness**- Inform to dispatch dept responsible team for segregate the material as per dispatch invoice & packed all goods in preferred boxes properly & then rapped & labeling the boxes & take final verification & review for ready the material for dispatch.
- **DOCUMENTATION**- Prepare all necessary documents (Invoice ,Packing Slip, Delivery Challan, E Way Bill, Courier documents) & make sure all documents are correct in all manner & Upload all documents on concern courier service partners portal for booking the consignments & generate booking slips for next further process.
- **Loading Process**- Monitoring while loading the material in courier delivery van & make sure that fulfilled all require things for dispatched the goods proper way.
- **Records Keeping** – Maintain all necessary dispatch records, POD & Files properly & tracking consignment status & update to our concern dept when they require.
- **Reports**- Maintain & prepare all MIS & other necessary reports to upper Management team.

VIBGYOR GRUP OF SCHOOL, KESNAND, WAGHOLI, PUNE.

Designation: STORE & PURCHASE OFFICER

Duration : Aug 2022 TO Sept-2023

Job Roles & Responsibilities:

- Verification properly the Inward material physically & Prepare GRN in tally.
- Preparation GRN, For Inward Material P.O. For Procure material, GRM for Return Material & Indent for procure Material.
- Maintain SOP & 5 s Slandered In Store
- Stacking Material in its assign Location & Maintain Bin Card for the same
- Maintain Minimum Inventory Level in Store for all Consumable Material.
- Issuing Material through Proper Requisition Slip to Consult Department.
- To Insure Safe Keeping both as to Quality & Quantity of Material
- Kept Store Area Clean & Tidy & Free from Hazard
- Manpower Management
- Responsible for of all Material Handling Equipment are in good Condition
- Vendor Management for Price Negotiation as per their quotation to Procure Material in Best Prices Per CSQ
- Handling POS Dept. Uniform Distribution Process & Resolving all Parents query & Provide good Satisfactory Service to Parents & close their service requests on daily basis.
- Handling & Monitoring of SE Kit, Uniform distribution Process & Updating Data on ERP System
- Handling Monthly & Quarterly Store Audit Process & Completion the queries in given timeline.
- Preparing MIS Report & Maintain all Documentary Record as manually & ERP System for Audit Purpose.

WALKO QSR COMPANY PVT. LTD. (Industrial Area Hadapsar , Pune)

❖ **Designation: STORE EXECUTIVE**

❖ **Duration : March 2021 To July 2022**

Job Roles & Responsibilities:

- **Handling Day to Day Store & Inventory Core Operation Process & Controlling Process.**
- **Handling Inward & Outward Process. Through Proper SOP Rules.**
- **Preparation GRN, For Arriving Material P.O. For Forecasting material Indent for On Going required Material.**
- **Arranging RM/PM Material as Per Production Plan and issue Material as per Prescribed Issuing Slip to Production.**
- **Checking Arrival Material as Per Challan/Bill accordingly & Verify Material qty & Quality with Standards & Informing Q.C. Department for checking its Quality Parameters. Making Proper Provision for damage & defected Material.**
- **Stacking Material in Our Racks & Pallets on its Assign Location in organized manner.**
- **Maintaining FIFO, LIFO, ABC Analysis JIT Inventory Controlling Techniques.**
- **Monitoring on Minimum and Maximum inventory Level. Preventing Action for Over Inventory Losses.**
- **Making Correct Provision for Damaged & Expired Martial for Slow Moving item**
- **Monitoring SOP, BINCARD, 5S Standard Process in Store.**
- **Maintaining Daily & Monthly R.M./P.M. Physical Stock & Reconciled With System Stock.**
- **Handling Monthly Internal & External Audit Activities.**
- **Implementing Various Operation Process to Preventing Any Kind of Errors.**
- **Maintaining Store Hygiene in Store area as Per Quality Standard.**
- **Monthly Physical Stock Reconciliation**

- Handling ERP software for various Records.
- Making MIS Report as per upper management demand.

VASAYA FOODS. PVT. LTD. (WAGHOLI, PUNE)

❖ **Designation:** INVENTORY & PURCHASE OFFICER

❖ **Duration** : Working Since June 2015 To Dec 2020

Job Roles & Responsibilities:

- Receiving Inward Raw Material in Store in Proper Way of Inward Rules & Process.
- Making Daily GRN Report for Arrival Material & P.O. For Purchasing Material & indent.
- Check Out Inward Material with Our Quality Control Department for Its Quality Condition.
- To Ensure Safe Keeping Both as To Quality and Quantity of Inward Materials.
- Maintaining Inventory techniques FIFO, ABC & XYZ analysis JIT for inventory control.
- Daily monitoring hygiene & provision for damaged shortage & expiry material.
- Preparing indent & P.O. & negotiation with supplier for correct material payment, cost & discount various scheme in market standard.
- Maintaining proper data analysis of inventory & other works process for monthly internal & external audit process.
- Handled Monthly Internal & External Audit Activity.
- Monitoring & Managing Manpower for Minimize the Over Uses.
- Making MIS Report to the Upper Management Level.

WS FOODS PVT. LTD. (Wagholi, Pune)

❖ **Designation:** STORE & PURCHASE OFFICER

❖ **Duration** : Dec 2013 TO May 2015

Job Roles & Responsibilities:

Store & Billing Management:

- Receiving Arrival Raw Material In Store& inwards method.
- Making Daily GRN Report of Arrival Material & P.O. For Purchasing Material & indent for required material.
- Check Out Material with Our Quality Control Department for Its Quality Condition & provision for it.
- To Ensure Safe Keeping both as To Quality & Quantity of Materials & maintaining proper hygiene.
- Carefully Checking Store Expired Material Shortage/Damage Material & Proper Provision time to time.
- Storage Material as Per Rack wise & Batch wise In the Good Storage Condition.
- Maintaining inventory control techniques in store as FIFO, ABC analysis, JIT etc.
- Maintaining the Proper Level of Stock in Store. & Making tentative Stock Statement for Purchase Department.
- Co-Ordinate with Our HOD for resolves their queries.
- Giving Proper Commands to Supervisor to Making Proper Daily Store Work like physical stock.
- Handling All Store Manpower and Their Duties for smooth working.
- Maintaining all reports & records for audit process.
- Prepare MIS Report on daily basis.

McMillan INDIA (P) LTD (FURSUNGI, PUNE)

❖ **Designation:** WAREHOUSE & DESPATCH INCHARGE

❖ **Duration** : July-2006 to Nov-2013

Roles & Responsibilities

- Monitoring Day to Day Loading & Unloading working process.
- Handled Issue, Receipts, Documentation, Warehousing, Inventory, Stocking & Making Computerized Entries in ERP System. Maintain Inward & Outward Process on Daily Basis.
- Making Daily GRN & P.O. & indent Report.
- Storage Goods as Per Brand wise, Batch wise & MRP Wise in Store as per ABC analysis & FIFO in Assign Location.
- Maintain State Excise Stock registers like (Gate Register,FLR-G,Brandwise,FLR2,Reg, FLA-9 &FLR1A)
- Prepare computerized invoice & sorting invoices as per rout wise & dispatching material by transport.
- Getting Daily Physical Stock & Reconcile with Our System Stock Properly with Nominal errors.
- Prepare timely & accurate the Dispatch Report & Physical Stock Report.
- Handled to our Transporter for Quick dispatch & solved their disputes.
- Handled Our Store Worker Team for Sincere Working.

- Getting daily Orders from Ours Retailer client & dispatching Goods accordingly with their Orders on Priority basis with Our Delivery Van.

TALLY TRAINING/CERTIFICATION

- Module: ERP 9.3

EDUCATIONAL QUALIFICATION

- Appearing- M.Com-II From Annasaheb Magar College, Hadapsar, Affiliated To University Of Pune.
- B.Com. From Annasaheb Magar College, Hadapsar – Pune-28, University,(year 2006 (Second Class)
- H.S.C. From Annasaheb Magar College, Hadapsar In the Year 2003. (Second Class)
- Completed 2 years N.C.C (NATIONAL CADED CORP.) from Pune University.
- Completed D.O.A.(DIPLOMA IN OFFICE AUTOMATION.Ms-Word, Ms -Excel, MS-Power Point,+Tally9.0)

Computer Skills

- MS Office (Excel, Word & PowerPoint)
- TALLY ERP 9.0, ERP Software.

Strength

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|----------------------------------|---------------------------|---------------------------|
| 1) Polite& Co-operative Behavior | 2) Punctual & Disciplined | 3) Hard Working & sincere |
| 4) Team Player | 5) Honest towards Work | |

Personal Details:

Date of Birth	:	10 th June 1985
Marital Status	:	Married
Languages Known	:	Marathi, Hindi, and English.
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Permanent Address	:	A/p- Alandi Mhatobachi (Panmala), Tal-Haveli, Dist-Pune-412201

Date:

Place: Pune

(Santosh. B. Shivarkar)