

# RESUME

**Name: - SAGAR CHHABAN RANDVE**

**Permanent Address: -**

At-post – Yavat. Tal: -

Daund, Dist: - Pune Pin  
code – 412214.

Mobile No: - 9595923642

**Date of Birth** : 10/08/1993

**Marital Status** : Married

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## **Educational Qualifications :-**

<b>Qualification</b>	<b><u>University/Board</u></b>	<b>Year</b>	<b>Class</b>
<b>Diploma</b>	MSBTE	2014	Second Class
<b>H.S.C.</b>	Maharashtra Board	2012	Second Class
<b>S.S.C.</b>	Maharashtra Board	2010	Second Class
MS-CIT	MKCL	2012	First Class

## **Computer Knowledge: -**

MS-OFFICE,MS-EXCEL, MS-WORD,MS-OUTLOOK,MS-POWER POINT

## **Objective :**

To achieve responsible position in the field of Warehouse and Store management in a forward thinking organization

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To contribute my efforts and experience to the organization for getting best productivity.

## **Professional Skills :**

Warehouse management in Retail industry, Store Keeping, Vendor Communication and co-ordination, Planning and Collaboration

Working in ORACAL SYSTEM , I-SMART SYSTEM, ZOHO BILLING, SAP MM, GO FRUGAL

## **Contribution in Company project of ' Clean Factory, Lean Factory, Green Factory. '**

## **My skills sets are:**

- **Competent in use of Microsoft product like MS-Word, Excel, Outlook.**
- **Competent in use of Internet, Mail.**
- **Good numerical skill and able to work in team.**

- Possess ‘strong problem solving and decision-making skills. • Able to work under pressure.

### **Profile Snapshot :**

- A result oriented professional with experience of over 10 years in Store Management, Warehouse Management
- Track record of developing long-term partnerships with suppliers; managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
- Effective in evaluating performance to ensure adherence to predefined specifications and supply of quality.
- Excellent in mapping requirements and translating these requirements into functional specifications, service deliveries, implementations and custom designing innovative solutions by following the standard guidelines.
- Developed competency in establishing SOPs as well as a performance-driven culture for ensuring accountability & personal ownership, leading, developing, coaching and motivating team to achieve the goals profitably.
- An effective communicator with excellent relationship building skills.

### **Skill Set :**

- Handling preparation of streamlining the process of enquiry, order specifications, evaluating offers, doing hard negotiations with the vendors.
- Managing planning of supply chain for all input components and implementing plans based on demand forecasts to ensure availability of the entire range of inputs.
- Ensuring suppliers meet service, cost, delivery and quality expectations as well as provide outstanding value in product technology and supplier innovation.
- Guiding the team to classify inventory into obsolete, non-moving and slow-moving; and working towards utilizing slow moving items, identifying & rectifying reasons for slow moving items.

### **EMPLOYMENT HISTORY**

#### **M/s. FLEETGAURD FILTER PVT.LTD.**

**(a unit of COMINS GROUP COMPANY.)**

Working as **Store Super wiser** from 2014-2015 with the job responsibilities as – •  
Responsibilities of all Material inward.

- Purchase Order Closing & Manpower Handling
- Goods Received Note
- Arranging all dispatched Stores report in one sheet.
- Gate Entry of Invoice (System Oracle Entry)
- Material Accountability
- Requisition for vehicles accordingly and co-ordination with transporters for the same.

- Reporting to Warehouse Manager all Picking, Scanning & Dispatch schedule on daily basis.
- Achieve picking target Daily & Weekly basis. • Handel and answer stores discrepancy
- To monitor all casual person.

**M/s. VAISHNO DEVI DAIRY PRODUCT PVT LTD.  
(NANDUR,Pune)**

Worked as (**Store Assistant**) from 2015-2016 with the job responsibilities as –

- Responsibilities of Material Inward & Outward
- Check all document before unloading (PCS, Invoice, LR, PO, location etc.) • Unload all material & put away as per category.
- If any damages / shortages inform to w/h manager.
- Proper storing as per stacking norms.
- All Inward material proper Pre-packing and after location wise binning.
- Daily work bases manpower arrangement.
- Monthly Stock & Material date checking
- All inward, outward & stock details update on daily bases.
- To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- Maintaining statistical and financial records

**PRAVIN MASALEWALE**

Worked as (**Logistic Supervisor**) from 2016-2022 with the job responsibilities as –

- Responsibilities of Material Inward & Outward
- Unload all material & put away as per category.
- All Inward material proper Pre-packing and after location wise binning.
- Daily work bases manpower arrangement.
- All Inward material proper Pre-packing and after location wise binning.
- Daily work bases manpower arrangement.
- Monthly Stock & Material date checking
- Requisition for vehicles accordingly and co-ordination with transporters for the same.
- Warehouse management & inventory management
- Dispatch schedule & Daily Dispatch planning
- WMS System
- Working In SAP Invoice, Sales Order , GRN,PO,STO
- Handling Export Dispatch Activities
- Daily route wise dispatch planning
- Bill billing process in system timely
- Coordinate with sales team for order management.

**JAPFA COMFEED INDIA PVT. LTD.**

Worked as (**Sales Admin/Coordinator**) from 2022-2023 with the job responsibilities as –

- Tentative order must be communicated to Production team to plan Dispatch.
- Monthly customer visit with account teams and Reconnection.
- Daily route wise dispatch planning
- Visit Cold Storage and check Physical Stock.
- Receiving and Processing purchase orders
- Verifying orders, including customer information and payment details
- Contacting customer by phone or email to answer queries and obtain missing information.

- Compiling monthly sales report
- Supporting sales department with other administrative tasks, if requested
- Issuing sales transaction Invoices
- Create New Customer Code In SAP
- Daily Maintain Sales Report in Excel Sheet and Send to HOD
- Verify Customer KYC From
- Upload Customer wise Price List in SAP
- Create Invoice, Purchase Order, Sales Order, MIGO, Internal STO, SRN, Credit Note, Debit Note in SAP

### **PRAVIN SALES DIVISION**

Worked As ( **Associated Retail Store** ) from 2023 with the job responsibility as

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- Overall Operational Responsibility of factory outlet store.
- Taking care of Customer service.
- Creating New Customer database to increase the sale and share daily Customer football Report
- Build customer relationship and accountable for customer satisfaction surveys.
- Responsible for handling the store inventory and cash flow.
- Maintain store checklist in daily basis and report on a monthly basis.
- Maintain Cash Management.
- Maintaining FIFO of the store stock to control the dump level of the store
- Maintain the file near to expiry product and display in the front of the store
- Doing the work of stock inward out ward and store stock transfer in Go frugal System
- Maintaining the hygiene of the store
- Create purchase Order
- Handing all billing in Go frugal System
- Monthly stock taking and upload the system.
- Create GRN received Material.
- Ensure that sufficient inventory is available at the store to avoid being out of stock
- Keeping a record received material, out word material, sales report

**Signature:**

**(SAGAR RANDVE )**