

**SWAPNIL ANIL CHAUDHARI.**

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**Mobile No. : 8600668699**

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**OBJECTIVE:**

Qualified Dispatch executive with extensive background in advanced management processes. Utilizes superior communication skills to build meaningful, trusting relationships that exceed client demands. Highly skilled project manager with outstanding team leadership abilities to meet targets consistently.

**PROFESSIONAL EXPERIENCE:**

- Overall 5 years 7 month of experience in Store and Logistics Department

**EDUCATION QUALIFICATION:**

**Bachelor of Science, Computer, 2016**

**PO Nahata College- Bhusawal**

**TECHNICAL SKILL**

**Operating System** : Windows version.

**ERP SYSTEM** : SAP MM Module, MAPICS, OMPS.

**CERTIFICATION COURSES**

- **SAP MM CONSULTANT**

SAP EXPERTISE MM Module: -

- Sound Knowledge in Configuring building up organizational/Enterprise structure, including Purchase Organization, Plant, Storage Location & Purchase Groups.
- Creating & configuring Vendor Master Data, Material Master Data, Service Master Data, Info Record, Source list, Quota Arrangement.
- External Service Procurement
- Configuration of various document types & its No ranges like PR, PO etc.
- Special Procurement – Subcontracting, Consignment, Pipeline.
- Outline Agreement – Contract and Scheduling agreement, Maintain schedule lines. Physical Inventory, Sourcing and Procurement.

- Inventory Management – With different movement types.
- Invoice Verification – PO based, GR based etc.
- System Message Configuration – Purchasing, Inventory, Invoicing. Good Knowledge of SAP MM Table.
- Release Strategy – As per net order value, Plant, Purchase org. defines new release strategy

**WORK EXPERIENCE: ( S.K.F ) Chinchwad , Pune.**

Work Experience: Total 5 Years 7 Month in Store and Logistics Department At SKF India Ltd.

- PI (Perpetual Inventory).
- INVOICE CLERK.
- DISPATCH SUPERVISOR.
- INWARD SUPERVISOR.

**Responsibilities:**

PI:-

- Maintain the inventory physically vs system stock.
- To maintain the 100 % location accuracy.
- To make updated FSN data after every six months.
- Consolidation.
- To conduct quarterly inventory plan.
- To conduct RCA for any discrepancy
- Maintain the FIFO.

**INVOICE CLERK:-**

- Making invoice as per pick list as per daily schedule / urgencies
- Follow up of stuck invoice in system.
- Maintaining zero pick data / monthly dispatch data & ASN line data
- Creating ASN in customer ERP system ( Tata / M & M / Cummins Etc.)
- Reply to mails from CSR & others regarding dispatch queries
- Follow up for cancelled / hold invoice and its credit notes
- Prepare daily MIS.

### **SUPERVISOR**

- Implementation of 5 S.
- Issuing of Stock Updating on Daily basis.
- Preparation of Daily & various type of report on daily basis.
- Preparation of Monthly report & reporting to HOD.
- Reconciliation of monthly stock & report to HOD.

### **INWARD**

- To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- To check the materials thoroughly for quality, quantity, specification condition, condition etc.
- To categories the materials categorywise and stock in the appropriate locations.
- GRN
- Generate reports and submit to concerted authorities.

### **PERSONAL INFORMATION:**

**Date of Birth** : 22 Oct, 1992  
**Marital status** : Un-Married.  
**Languages Known** : English, Hindi, and Marathi.

### **DECLARATION:**

I hereby declare that all the above furnished details are true and to the best of my knowledge and belief.

Place:

Signature of candidate

Date:

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Swapnil Chaudhari