**RESUME**

**Mr. Amol Arun Vadnere**

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# CAREER OBJECTIVE

To obtain a position where my knowledge, objectives, accomplishments and proficiency will allow growth and provide job satisfaction. I want to work in an environment which will give me a chance for self development.

EDUCATIONAL QUALIFICATION

**B.Com**: - Graduate in**Commerce** with **Second Class** (56%)

**HSC** :- Board of Nashik with **Second Class** (54%)

**SSC**:- Board of Nashikwith **Second Class** (44%)

## ADDITIONAL QUALIFICATION

* Certified Course of- **MSCIT**
* System Knowledge -**Tally 7.2 & ERP System ,High-rise system**

**Total EXPERIENCE – 10 Year**

**Working Experience from Present**

**Name of company Goel Ganga Group Pune**

**Posted Ganga Asmi Wakad Pune**

**Period Dec 2021 Till Date**

**Designation Store Incharge**

**Name of company - Capacite Infra Project LTD.**

**Posted Phoenix Market City Wakad Pune**

**Period : Nov 2018 to Nov 2021**

**Designation: Store Keeper**

**Job Responsibilities** -:

* Receipt of incoming goods,Inspection of all receipts Identification of all materials
* Materials Handling& Packaging & Labeling Material Make dispatch arrangements plan & coordinate & negotiate with transporters.
* Maintenance of Stock Records Monthly stock statement & quarterly verify with physical stock.
* Plan, Coordinate, Arrange & Negotiate transportation.
* Check for damage, Shortage & prepare reports.
* Prepare GRN, Rejection memo.
* Send other documents to respective departments
* Follow up for material with vendors against Purchase order.
* Arrange local purchase.
* Ensure good housekeeping Preparing DMR & DPR Report Daily Basis Site transfer receipt details.
* Repairing material tracking report updated Preparing consumption report on daily & Monthly basic, Preparing stock statement report with cost.
* Working under Oracle based **ERP System**

**Organization -: M L Developers Real Estate (OzoneProject) Nasik**

**Duration -: Oct 2012 ToSept 2018**

**Designation**-**: Store &Purchase Officer.**

**Job Responsibilities** -:

* Market Knowledge of Vendors Price negotiation against the suitable comparative quotations.
* Quality payment terms and delivery schedule.
* Procurement of material as per the job card
* Creating comparative quotations & finalizing vendor for material

procurement.

* Raising purchase orders against purchase requisitions.
* Follow up with vendors for material procured and getting thesame in the scheduled period.
* Regular follow up for the status of material till it reaches at site.
* Checking bills & verifying them as per the order placed.
* Maintaining the supplier’s quotation records for futurereference.
* MIGO – Goods inward
* Day to day GRN preparation and clearance to account for payment.
* Store & DC Monitor Suppliers Performance.
* Keeping the track on controlling damage & expiry.
* Day to Day Stock Checking & Bin Card Checking.
* Daily Update Bin Card.
* Daily Material Follow up.
* Follows up with vendors & DC for receiving stocks at Store.
* Material Issue in computer System.
* Knowledge of Monthly Stock Statement.
* Knowledge of maintaining stationery & consumable Material.
* Daily & monthly stock in stationery & consumable material.
* Confirm issued material to the production line.
* Vendor reconciliation for scarp material.
* To handle the inward of stock of materials at the store.

**Organization :-M/S Mahindra Ugine Steel Ltd AmbadNashik from**

**Duration - 1 Year**

**Designation: -Graduate. Trainee Store Dept**

**Job Responsibilities** -:

* To Handling Loading & Unloading Stock Material
* Prepare the GRN booking purchase @sub –
* Contracting item
* Confirm issued material to the production line
* Updates Daily Storage report

**Organization :-M/S Siemens India Ltd AmbadNashik**

**Designation**:- **Graduate. Trainee Store Dept**

**Job Profile** **: -To Handling Loading & Unloading Stock Materials**

**Duration :- 1 Year**

**1. Maintain customer services and facilities:**

Main Activities

* Greet customers and provide assistance
* Maintain cleanliness and order in the store

**2. Maintain stock, supplies and inventories:**

Main Activities

* Take inventory
* Order groceries and supplies
* Check received stock against

**3 Strength:**

* Positive Attitude.
* Good Practical Skill.
* Good Communication Skill.
* Ability to maintain good relation

## PERSONAL DETAILS

**Date of Birth** **: - 30-06-1986**

**Gender : -** Male

**Nationality : -** Indian

**Marital Status** **: -** Married

**Languages Known : -** English, Marathi and Hindi.

**I** hereby declare that the above mentioned information is correct up to the

best of my knowledge and I bear responsibility for the correctness of the above

mentioned particulars.

Thanking you.

**Date**

**Place AmolA Vadnere**