# COVER LETTER

**Name**: Gopal Tarachand Rajgire

Contact: 9834094708

**EMAIL ID**: [rajgiregopal55@gmail.com](mailto:rajgiregopal55@gmail.com) .

Respected HR Team,

## Re: Application for SAP Profile

I am herewith submitting my resume for your kind perusal and favorable consideration for the post in **“SAP Profile ”**in your Organization.

I am a qualified **MBA (Operations Management)** from **Sinhgad Management School (Pune**), affiliated to **Pune University**. I possess compressive knowledge of **SAP MM, Microsoft Excel, and Word.**

With exceptional communication and interpersonal skills, my self-confidence, innovative approach and quick adaptability to changing processes and trends have been my biggest assets.

I am seeking a changing job that would synergize my skills and experience with the objectives of organization.

Your kind consideration of the above credentials along with my enclosed resume, would make me ideally suitable for a position in your organization. I would participate an opportunity for a personal interview.

Thanking you in anticipation of a favorable reply.

Yours sincerely,

**Mr. Gopal T. Rajgire.**

# CURRICULUM VITAE

## Gopal Tarachand Rajgire

Mobile No: 9834094708 Email: [rajgiregopal55@gmail.com](mailto:rajgiregopal55@gmail.com)

# OBJECTIVE

Seeking a position to utilize my skills and abilities in the Organization that offers professional growth while being resourceful, innovative and flexible.

# PROFFESSIONAL MM AND SD SKILL

## FORTUNE TRAINING INSTITUTE Hyderabad

**From**-1Oct 2018 to 31 March 2019

## Sap MM and SD skill

* Know business process like P2P, Inter STO, Intra STO Third party,Consignment, Sub contracter etc.
* Creating sales order, Outbound Delivery, order transfer, post goods issue, billing, receiving payment.
* Create Customer Master Data, Account group, creating Number range, assign number range General Data, Sales Area Data In SAP/ERP System.
* Inventory Management: - Goods Receipt, Transfer Posting, Stock Transfer, Goods Issue, Cancellation. Return Delivery, Subsequent Delivery, Physical Inventory.
* Master Data: Material Master, Vendor Master, Purchasing Info Record, Source List, Partner Function, Customizing, etc.
* Purchasing: Purchase Requisition, Request for quotation Purchase order,
* .Source Determination, Stock Transport Order, Stock Material, Invoice Document in SAP MM system.
* Update MIS Report Sales Report, Sales Order List,Purchase Order List Stock Report.
* Invoice Verification: Receipt Material, Delivery, Stock Transfer Order.

**Professional Experience**

**SMS Limited Nagpur.  
Designation**- Store & purchase executive

**Tenure**- 5th Aug 2021- Till date

## Work Profile- SMS Envocare ltd. Offer best in class services under various categories such as hazardous waste, municipal biomedical & integrated wast management. In addition sms ltd also offer renewable energy, consultancy and integrated environment services.

* + To Co-ordinate with site persons about the requirement of the material and procure it on P2P basis.
  + To arrange the quotation from the different vendor and maintain it in sap system.
  + To Select the best vendor and negotiate the price of material with them.
  + To create the purchase requisition and request for the quotation in sap system.
  + To create the purchase order and send it to the HOD for the releasing.
  + After releasing purchase order, co-ordinate with vendor about the order and purchase the material from the external vendor.
  + To Track the material until receiving the site or plant.
  + After receiving the material, Check the quantity and quality of the material and match the ordered material with invoice and done GRN in sap.
  + After the GRN, send the bill to the account department.
  + To maintain the good relationship with vendor.
  + To prepare the budget of material for the stock clearance.
  + To Issue the material as per requirement of site people and contractor with 221, 541 and 261 movement in sap.
  + To take the physical stock of the material on the monthly basis and match it with sap system and send the stock report to the HOD.
  + To reconcile the report of the material.
  + To Transfer the material from the one plant to another plant as per site requirement but before this prepare the required document ex. Invoice , LR copy, E-way bill, gate pass & delivery challan.
  + To create the STO, Outbound delivery and PGI in sap system.

# Ganesh Gouri Industries Pvt. Ltd. Mahalgaon ( Nagpur) (On Payroll of Truebees technology)

**Designation**-SAP Executive

**Tenure**- From 1 Aug 2017 to 30 july 2021 .

Worked in ganesh gouri industries ltd. Mahalgaon Nagpur.

**Work Profile**- Ganesh gouri industries Company manufactures various finished product like water storage tank, cpvc pipes & fitting, upvc pipes & fitting, SWR drainage pipes and fittings, agriculture pipes & fittings, HDPE pipes and column pipes.

* + Handling inward and outward of the material, invoice verification, GRN,Good Issue as a per production order and submitting daily consumed report of the material.
  + Follow up with plant incharge about the requirement of the material, maintain stock and transfer posting in sap.
  + Discovering potential vendor and co-ordinate and evaluate price with them. Creating purchase requisition and submitting RFQ to the different vendor and maintain quotation and price comparison in sap system.
  + Creating purchase order and co-ordinate with vendor about the order.
  + Co-ordinate with vendor and transporter and tracking the material until material come to the plant.
  + Creating sales order, outbound delivery, transfer order and creating invoice in sap.

# MARUTI SUZUKI TRISTAR CARS PVT LTD NAGPUR.

**Designation**-Store assistant

**Tenure**-1Sept 2015 to30 Oct 2016

**Work Profile**- It is Car servicing center where dealing with customers basically in two categorized Engine spare parts and Body spare part-timing chain, sparkplug, clutch plate, rare bumper, rear door, front door, dicky.

* Material inward outward, maintain inventory in SAP system.
* GRN,issue,stock transfer order, purchase order,invoice processing.
* Inspection quality and quantity, sorting, material picking storage location in store department.
* Maintain Audit report, stock report, customer order report.

# EDUCATIONAL QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Education | School / College | Board / University | Percentage |
| SSC | Sarvodaya Vidyalaya Dhanla | Nagpur Board | 49.20 % |
| HSC | Vikas High School Kharabi | Nagpur Board | 63.33 % |
| BBA(Finance mgmt.) | J.M.PatelCollege Bhandara | RashtraSant Tukdoji Maharaj Nagpur University. | 66.25 % |
| MBA (Operation Management ) | Sinhgad Management School Pune | Pune University | 62 % |

**PROFFESSIONAL QUALIFICATION**

* SAP (Material Management) Online Training From HYDERABAD.

## Personal Details

* Father Name : Gopal Tarachand Rajgire
* Passport :R5362394
* Date of Birth : 29th May 1990
* Language :Marathi English Hindi
* Marital Status :Single
* Blood Group : O “Positive”
* Hobbies :Mimicry Artist , Singing songs .
* Address : At Post Dhanala Tah Mauda Dist. Nagpur Maharashtra (India)

## Declaration

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place: Nagpu

Signature