

AKSHAY PANDIT

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CONTACT

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PERMANENT ADDRESS: Plot No- 9/254
Laxmi Nagar Meharun Jalgaon Maharashtra
PIN CODE: 425001

CURRENT ADD: Indore (MP).

PERSONAL DETAILS

DOB: 15/01/1995

MARITAL STATUS: Married

LANGUAGES KNOWN: English, Hindi,
Marathi

NATIONALITY: Indian

HOBBIES

- Swimming.
- Driving car.
- Listen and sing old Songs.
- Listen classical Marathi songs.

KEY SKILLS

- SAP MM & SD
- MSCIT
- Typing
- Google Sheet
- Team Management
- ERP
- MS Word, Power Point, Excel

EDUCATION

- **MBA (Operation Management)**-Pass Out 2019 - CGPA: 7.38
From North Maharashtra University, Jalgaon.
- **B.sc Physics**-Pass Out 2016 - CGPA: 7.44
From North Maharashtra University, Jalgaon.
- **Plus, Two Science HSC** - Pass Out 2013, Percentage: 41.67
From Nutan Maratha college Jalgaon.
- **SSC** -Pass Out 2011, Percentage: 79.09
From Shri Ram High School Jalgaon.

EXPERIENCE

Current organization:

Organization Name: Worth Peripheral Ltd.

Profile: Purchase Executive

Duration: From February 2023 To till Now.

Responsibility:

- Prepare daily stock report.
- Prepare daily material requirement.
- Post MRR entries in ERP.
- Maintain daily MRR report for material received against order.
- Daily follow-up with vendor for pending orders.

Profile: Officer

Organization Name: Jain Farm Fresh Foods Ltd.

Duration: From September 2022 To December 2022.

Responsibility:

- Prepare domestic and export contract.
- Prepare domestic and export sales order.
- Prepare Proforma Invoice for advanced payment (Export and Domestic).
- Prepare weekly pending order reports.
- Update daily sale and customer order in dispatch plan.
- Co-ordinate with warehouse team for daily dispatch.
- Prepare returnable drum sales order and post entry in SAP.
- Maintain Plant wise returnable drum data.
- Prepare transporter bill supporting data.
- Co-ordinate with Logistic team and transporter for export container and-domestic vehicle order placement.
- Make ASN in customer ASN portal.

Profile: Supply Chain Trainee

Organization Name: Marico Ltd.

Duration: From August 2020 - February 2022.

Responsibility:

- Posting GRN in SAP.
- STO creation for plant to plant transfer PM.
- Create OBD and Delivery challan in SAP.
- Prepare E-way bills on government portal.
- Use PANDO portal for vehicle order placement and check vehicle status.
- Keep all PM as per ABC analysis in PM store.
- Daily PM and FG stock taking.

- Issue Packaging Material to Production line as per FIFO method.
- Loading and unloading all type of PM and FG material as per SOP.
- Physically verification of Material and Invoices, LR, supplier COA etc.
- Use 5's in PM and FG store.
- Prepare day wises schedule for Filling and Blow molding operations.
- Make daily dispatch plan.
- Make sales invoice in SAP.
- Make RGP and NRGp in gate pass portal.

Profile: Dispatch Officer

Organization Name: Spectrum Electrical Industries Ltd.

Duration: From March 2022 – August 2022.

Responsibility:

- Take daily FG stock and dispatch material to customers and plants.
- Prepare Invoices and E-way bills.
- Maintain 5's in FG store.
- Make Sales order with the help of customer purchase order.
- Maintain Stock book and prepare daily dispatch plan.
- Make ASN on customer portal.

IT SKILL

- MSCIT
- Microsoft Excel
- SAP (MM & SD)
- ERP (Finsys)
- Google sheet
- Libre Office

INTERNSHIP

Organization Name: Chassis Brakes International.

Project name: Inventory Management.

Duration: 2 Months.

Extracurricular Activities

- National level quiz competition won 2nd prize (Maestro2018-19).
- Member of Rotaract club of Godavari Jalgaon (2 Years).
- Traffic awareness field project for 3 months.

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

-AkshayPandit