

# RESUME

**Pravin Vilas Gawade**  
**Mob.No.9011620037**  
**Email: gawdepravin7@gmail.com**

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## ORGANIZATIONAL OVERVIEW

**Total Experience 14 Years**

**Current Working : First Cry.com (Brainbees Solution Pvt.Ltd.) as a Team Leader from June 2016 to Till Date.**

### Store Activities:

- Daily material issue & inward report maintain.
- Daily inward material monitoring.
- Daily GRC-GRN clearing.
- Daily invoice submission to Account dept.
- Daily inward material location wise Rack-in through PDA.
- Weekly / Monthly stock audit system V physical stock verification.
- Monthly MIS.
- Daily monitoring all store activities & administration of employee.
- Maintaining FIFO.
- Daily Inward / Outward plan
- Inventory Management as per Space

### Quality Checking:

- Daily inward material quality checking as per PO specification.
- Highlighting quality issues to vendor through mail.
- Generation of debit note for quality issue / short quantity and sharing to vendor and taking credit note for same.
- Maintaining quality checking records on daily basis.

### Procurement Planning (PPC):

- Daily stock review.
- Daily /weekly schedule sharing to vendors as per requirement & production lead time.
- Daily follow-up with vendors for delivery status , co ordination with Vendors
- Monthly forecasting sharing to vendors as per last month consumption with confirmation from production dept .

### Purchase:

- Order planning as per stock status.
- Commercial approval from management.
- Purchase order creation & sharing to vendor.
- New quotation collection as per requirement with specification.
- Negotiation with vendors.(Cost cutting )

### Dispatch:

- Daily dispatch plan as per requirement.
- Preparing dispatch document & maintaining record in System .
- Monitoring material packing process.
- Assuring standard packing with packing slip as per customer requirement.
- Arranging pick-up / Transport Co-ordination with logistic dept.
- Maintaining dispatch details & sharing to concern team (LR/AWB No.)
- E-WAY bill generation with applicable.

### Achievements:

- Successfully set up of store dept.& training to team at Bangalore WH – 2018.
- Successfully set up of store dept.& training to team at Kolkata WH – 2021.
- Successfully set up of store dept.& training to team at Ahmadabad WH – 2022.
- Successfully monitoring team project PAN INDIA (Own brand packing material )

### Work Experience :

**Minda Corporation Ltd (Die Casting Division),pune from March 2013 to May 2016 as a Store Executive**

#### Responsibilities:

- Daily stock statement.
- Scheduling material procurement plans for projects, Raw material, packing items & outsourcing items.
- Monthly /daily planning of inward material.
- Handling Transport dept with Co-ordination with dispatch dept.
- Timely disposal of non-confirming parts & rejection return to the supplier.

- Inventory controls, daily report of schedule V Actual dispatch maintaining FIFO, LIFO.

**Siddhai Platers pvt.ltd Chikhali,pune from Apr 2009 to Feb 2013 as a Store ExecutiveResponsibilities:**

- Daily stock statement.
- Manpower handling for unload the material.
- Material issue for production dept.as per requirement
- Sort, Organize & store inventory in proper location with identification.
- Timely disposal of non-confirming parts & rejection return to the supplier.
- Inventory controls, daily report of schedule V Actual dispatch maintaining FIFO,LIFO.

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**System Skills** – Ms-Office ,Ms-outlook ,SAP , WMS- Core House & Procure System

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**ACADEMIC CREDENTIAL - Bachelor in commerce (April 2005) from Mumbai University.**

**STRENGTH :**

- Good time management
- Good interpersonal skill
- Ability to grasp new concepts quickly

**PERSONAL CREDENTIALS**

**Name** : Pravin Vilas Gawade

**Date of Birth** : July 12, 1984

**Temporary Address** : Wafgaon-Gulani Road, Amrai Society, Rajgurunagar, Pune.

**Permanent Address** : A/P Gawde wadi ,tal-ambegaon. Dist-Pune

**Language** : English, Hindi, Marathi.

**Gender** : Male

**Status** : Married

**Declaration:** I Pravin Vilas Gawade hereby declare that the information contained here in is true & correct to best of my knowledge & belief.

Thanking You,

Pravin V.Gawade