

## **RESUME**

**NAME** : **CHETAN MOTIRAM UMTE**

**DATE OF BIRTH** : 27<sup>th</sup> December 1979

**PERMANENT ADDRESS** : Umte House, Wadavli Village,  
Dr. C. G. Road, Chembur,  
Mumbai – 400 074.  
Mobile : 8879606194/ 9702001457  
Email – [chetan\\_cma@yahoo.com](mailto:chetan_cma@yahoo.com)

**MARITAL STATUS** : Married

**GENDER** : Male

**LANGUAGES KNOWN** : English, Marathi & Hindi.

**NATIONALITY** : Indian

**RELIGION** : Hindu

**EDUCATIONAL QUALIFICATION :** : ‘B’ com

**TECHNICAL QUALIFICATION :** :

**TYPING** : English Typing @ 40 w.p.m

**DIPLOMA IN OFFICE AUTOMATION & GRAPHICS** : 

- WINDOWS 98
- Ms. OFFICE 2000 (Word, Excel & Powerpoint)
- RDBMS
- PAGEMAKER – 6.5
- CORELDRAW – 8
- PHOTOSHOP – 5.0
- INTERNET
- TALLY ERP 9.6

**WORK EXPERIENCE :**

• <b>Company</b>	:	<b>M/s. N. R. Jet Enterprises – Govandi</b>
• <b>Period</b>	:	From August 1998 to December 1999.
• <b>Designation</b>	:	Data Entry Operator
• <b>Job Profile</b>	:	Daily production entries in Foxpro, Maintaining day to day stock record, Handling Stock Inventory every month, Preserving and maintaining stock in good condition and various other functions as instructed by Seniors.
• <b>Company</b>	:	<b>M/s. Industrial Marine &amp; Oilfield Services (I) P. Ltd. (IMOS)-Byculla, Mumbai.</b>
• <b>Period</b>	:	From 1 <sup>st</sup> May 2001 to July 2006
• <b>Designation</b>	:	Computer Operator/ Office Assistant
• <b>Job Profile</b>	:	Company engaged in rendering third party Non-Destructive Testing Services in Industries, Marine, Oil Rigs & Platforms. Major job responsibility involved in preparation of Inspection Reports, Statement of Accounts, Tenders, Quotations, Making Invoices etc.
• <b>Company</b>	:	Presently working with <b>Associated Group of Companies</b> – Worli, Mumbai.
• <b>Period</b>	:	From 1st September 2006 to till date.
• <b>Designation</b>	:	Purchase Assistant
• <b>Job Profile</b> <b><u>Department :</u></b>  <b>Purchase</b>  <b>Import/Export</b>  <b>Logistics</b>  <b>Reporting to</b>	:	Associated Group engaged in manufacturing of Aluminium Products - Wire Rod, Alloy Wire Rod, All Type of Conductors, Decorative Grills & Flooring, Door & Windows etc.  Job involves floating enquiries for materials to the various vendors, follow-up for quotations, preparation of comparison statement, Purchase Orders in Tally 9.6 ERP system. Generating reports for ISO Audit, Vendor's Registration, typing letters, co-ordination with factory persons, taking regular backup of data & routine office work as instructed by seniors.  Checking of import documents as per Sales Contract & LC, preparation of Bill of Lading and Certificate of Origin for export documents as per Contract & LC, follow-up with CHA & International Marketing department,  Arranging local transport by floating enquiries to the transporters, follow-up for rates and finalizing the order with transporter.  Vice President – Commercial
<b>Present Salary</b>	:	Rs. 3,00,000/- p.a
<b>Expected Salary</b>	:	Rs. 3,00,000/- p.a or Negotiable
<b>Notice Period</b>	:	10 – 15 days
<b>Place</b> :	Mumbai.	
		<b>Signature : .....</b>
:		<b>( Chetan M. Umte )</b>