

CAREER OBJECTIVE:

To work in a competitive environment, which is amenable to my career development and growth as an individual performer, so as to effectively serve the organization I would be associated with.

PERSONAL PROFILE:

- Ability to organize and motivate a team or work equally well within one.
- A good sense of humor and able to communicate comfortably with people at all levels.
- Reliable and well organized, with good experience and a common sense approach.

EDUCATIONAL QUALIFICATION:

DEGREE : Sri Taralabalu Jagadguru institute of technology, Ranebennur,
Visvesvaraya Technological University, Belagavi.

B.E. in MECHANICAL

PUC : OM PU college, Ranebennur
Pre-University Course with (64%).

SSLC : Rotary English Medium High school, Ranebennur.
Secondary school leaving certificate with (76%)

INTERNSHIP:

- Completed internship at JINAGOUDRA Machine Tools Pvt. Ltd, DHARWAD.

SOFT SKILLS:

- Mechanical Soft-Tools : Solid edge, Auto CAD
- Office packages : Excel, Word, Power Point
- Operating System : Windows

WORK EXPERIENCE:

1. Worked as **operation Executive** at **Samyak Enterprise (NammaBaby)** from 13/02/2023 to till date.

- Product cataloging and listing management on e-Commerce market places(Flipkart, Amazon,Shopify and snapdeal)
- Product inventory updating and maintaining for all market places.
- Monitor day to day sales, Returns and catalogue.
- Editing product portfolio and ensuring correct display of information whenever required,
- Strategizing for increasing online visibility of all products.
- Create & maintain own website content and ensure all content is up to date.
- Maintain own website order follow up for order confirmation through call or whatsapp.
- Packing preparing packing list, posting, Dispatch of goods & maintaining documentation.
- Create SKU for products.
- Create label with barcode according to product size and color.
- Schedule, Reschedule and cancel appointments to amazon's FCs/Warehouses.
- Purchase inward/GRN.
- Knowledge of MS Excel, how to respond to mails new and fast selling product research.

2. Worked as **Parts Executive at Ola Fleet Technologies Pvt, Ltd** from 9/11/2021 to 29/09/2022.

- Sending RFQ (request for quotation).
- Invoice correction.
- Comparison and PO release/raise.
- Material follow up and delivering confirmation.
- Purchase inward/GRN.
- Goods issue to respective job cards.
- Rack location FIFO adherence.
- Managing credit note in oracle.
- Follow up vender payments.
- Stock transportation to interwork shop locations
- Coordination with logistics partners.
- Periodic physical inventory verification against book stock.

STRENGTHS:

- Ability to learn quickly is my forte that has helped me successfully manage various jobs given.
- Working more efficiently and productively so that, maximum output comes.
- Interested to learn new technologies and things.

PERSONAL DETAILS:

Name : Sachin B Surve
Date of Birth : 04-02-1995
Sex : Male
Permanent address : S/o Basappa M Surve Vishnu Krupa, Mruthyunjaya Nagar 11th Cross
Near Vinayak Garage **RANEBENNUR** - 581115 Haveri, Karnataka, India.

I do here by declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Place: BANGALORE

Date:15.04.2023