

# **Resume**

## **VISHAL DILIP JAGTAP**

Mobile No-9518916257

G mail Id: vishaldj1215@gmail.com

### **WORK EXPERIENCE:**

#### **1. As a store executive in Ward wizard foods & Beverage Ltd**

**(10/06/2023 To Till Date)**

#### **2.Store Executive United Filter Industries in wadki nala**

**(01/03/2023 To 30/06/2023 )**

#### **3. Store Supervisor - Britannia Industries Ltd Ranjangaon**

**(10/01/2019 To 28/02/2023**

#### **Designation:- Stores Executive**

- Maintaining and handling of all RM/PM, stores work in plant
- Verification & Inspection of Goods as per PO
- Managing daily Stock Transfer Report
- Keeping stocks up-to-date and doing physical verification on regular basis
- Loading – Unloading of all inward and outward material as per SAFETY Policy
- Schedule preparation for audit work.
- Reconciliation of all PM on daily basis
- Arrangement & stacking of all material in stores as per policy compliance.
- Reconciliation of Gate Inward Register & **SAP** inward
- Monthly reconciliation of all PM issue slips with **SAP**.
- Follow the FIFO & LIFO Compliance for RM-PM & Chemicals.
- Monthly closing stock verification with **SAP**
- Maintaining of housekeeping in stores

### **Documentation**

- Segregation of all inward invoices and filing in the same in proper files as.
- Stock Transfer & Material sales invoice record.
- All RM/PM material inward & outward record.
- Monthly closing stock verification report.
- Material issue slip & material return slip record.
- Record of daily stock statement for RM/PM
- Inventory management
- Responsible for total warehouse management including incoming, line feeding and follow-up with production and quality team.

## **MIS Reports**

### **Daily / Weekly Reports**

- Daily Material Arrival / Receipt reports
- Reconciliation of Gate Inward Register & SAP inward
- Daily reconciliation of all RM/PM & Chemical issue slips with SAP.
- Weekly Vehicle Halting Report.
- Weekly manpower Utilization Report.
- Line Feeding
- Material movement without damage & easy to move condition.
- Basic knowledge of dispatch activity, min max. Inventory level.
- Basic knowledge of rejection, scrap processes
- Maintaining 5s in store dept.
- Avoid stoppage of production line due to shortfall of material.
- Classification, coding & warehousing of material received
- Issuing material to production in a lead time to avoid the line stoppage

### **EDUCATIONAL QUALIFICATONS:**

- TYBA in with 50.00%
- HSC in with 53.50%
- SSC in with 63.00%

### **ADDITIONAL CREDENTIALS:**

- MS-Word, Excel, PowerPoint & Outlook
- **SAP MM S4 HANA**
- **Windows 2007,2008 & 2010**

### **PERSONAL PROFILE:**

Name : Vishal Dilip Jagtap  
Date of Birth : 30<sup>nd</sup> jully1998  
Present Address : At post. Khandale Dist:- Pune  
Permanent Address : At post. Khandale Dist:- Pune

(Visahl D Jagtap)