



PROFILE

To achieve a good professional career with sincerity, honesty with hard working nature and to contribute my skills and educational background to the growth and success of organization confidently accepts challenges and very strict about timeline.

CONTACT

Mobile No:-
9763158130; 7030088446

ADDRESS

At post Vadhu Budruk
Tal_ Shirur Dist Pune

Email:-
argadeamol029@gmail.com

Amol Argade

Purchase & Sales Commercial Executive

Macdermidenthone Industrial Solutions
1 Sept 2021 to present

WORK EXPERIENCE

- Book sales order as per costumer purchase order
- Check all new orders for any errors, make sure leases are obtained, process any purchase orders & send order Acknowledgments (order confirmation)
- Answer customer calls for Requirement & dispatch issue.
- Resolve any customer issues.
- Track and check all the sales order require material states.
- Preparing Sales Shipment, All type of Invoices (Commercial Sale, FOC Sale, Stock Transfer, Scrap Sales) in System
- Generate E-Way Bill.
- Send daily Dispatch Details to costumer.
- Follow-up due payment & book entry in system.
- Maintain records as per ISO QMS 9001:2015, ISO EMS 14001:2015.
- Secondary process owner for ISO QMS 9001:2015, ISO EMS 14001:2015
- Debtors' payment follow-up, cash collection
- Prepare entire Pre/Post Shipment Documents : Custom Invoice, Packing List, SDS, COA
- Declaration, Delivery Note, BL/AWB instructions, Commercial Invoice, Certificate of Origin, Shipping Advice, Etc.
- Interfacing with the Shipping Agents for best rate on Sea/Air freight to various destination
- Send the inquiry for require material. Received the quotation negotiate the price & send the po.
- Follow-up for the timely delivery schedules from the supplier and ensures receipt of the same in fulfilment of companies' respective specifications.
- After received the material complete booking process (GIN,GRN & Purchase Invoice & Expenses)
- Complete payment credit period release the vender payment.
- Finalizing Annual; Quarterly Rate Contracts As per LME basis.

- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new Vendors
- Evaluating Vendors & Negotiating the prices with one to one discussion.
- Vendor evaluation of Performance and Vendor rating.
- Create Purchase KPI
- Basic knowledge of import process like Import require document, CHA selection criteria, bill of entry, bill of lading Duty payment, Invoices, packing list,
- Received the bill of entry/ check list from CHA Check & release Custom Duty payment
- Make e way bill for import material
- Import material remittance Presses.
- Coordination with Factories / Consignee / Shipping Line / Transporter Export shipment
- Follow up & Interaction with CHA, Shipping lines for meeting Shipment Schedule, Stuffing of Container, Follow up for B/L.

Coventya India Pvt Ltd

15 Jun 2012 To 31 August 2021

Officer _ Suprime Trevies Pvt Ltd

11 Jun 2009 To 20 May 2012

EDUCATION

B.A Pune university (2007 to 2009)

M.A Pune university (2009 to 2012)

Management of inventory System (IIT Kharagpur)

SKILLS

- Tally Erp 9.0
- Microsoft tools
- TCS ion
- Tally prime