

# RUSHIKESH PATIL

Store Associate

 Dhule, MH 415404

 9579605508

 patilrush2110@gmail.com

Dedicated and results-driven Store Officer with 2 years of experience in inventory management, stock control, and warehouse operations. Proven track record of optimizing stock levels, reducing inventory costs, and ensuring efficient storage and distribution of goods. Skilled in conducting stock audits, maintaining accurate records, and implementing inventory control measures to enhance operational efficiency. Adept at collaborating with cross-functional teams to meet organizational goals and exceed customer expectations. Strong attention to detail, analytical mindset, and proficiency in inventory management software. Seeking to leverage expertise in store management to contribute to the success of a dynamic organization.



## Skills

- MS OFFICE
- SAP
- Safety oversight
- Team Collaboration
- Time management mastery
- Store Cleanliness Maintenance



## Work History

### Store Associate

Jindal Steel & Power, Dhule, Maharashtra

- Scrutinize the indents daily basis.
- Maintain stock of Mini-Max items.
- Follow up with Purchase Dept for stock-out items to replenish the stock.
- Timely review / Addition/Deletion of Min-Max item as per consumption trend
- Preparation of necessary documentation (like - GRN, Shift wise stock verification (Book and physical both)
- Ensuring timely and correct entries and posting in various business softwares.
- Timely submission of various data as and when required by Management
- Keeping record and filling of document properly & timely with proper identification tag / Mark.
- Follow-up for returning of materials timely
- Implement 5S concept in Stores.
- Prepare a Stock Statement.
- Coordination with suppliers, vendors & Transporter.
- Make available regular and recurring material for smooth workflow.
- Vendor Management in a strategic way
- Ensure records are maintained under ISO requirements on MONTHLY basis.
- Material Procurement procedure.

### Dispatch Trainee

Exide Industries, Pimpri-Chinchwad

- Managed incoming delivery requests and dispatched drivers to pick up and drop off parcels and packages.
- Monitored driver locations and routes in real-time, adjusting schedules as needed to optimize efficiency.
- Assisted with administrative tasks such as maintaining delivery records, processing invoices, and generating reports for management.
- Handled inquiries and resolved issues from drivers, customers, and other stakeholders to ensure smooth operations.
- Coordinated with warehouse staff to prioritize and stage outgoing shipments for timely pickup by drivers.
- Conducted regular stock verifications and audits within the dispatch department to ensure accuracy and completeness of inventory records.
- Implemented efficient stock counting procedures to identify discrepancies and minimize inventory shrinkage.
- Maintained detailed records of stock movements, including receipts, withdrawals, and transfers, to facilitate accurate inventory tracking and reconciliation.



## Education

### Diploma In Engineering: Computer Engineering

Government Polytechnic - Nandurbar, India

2023-05 - Current

2022-07 - 2023-05

2022-11