

## **RESUME**

**MR. SANDIP POPAT SONAWANE**

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Trying is the touch stone of accomplishment.

To learn and grow with every opportunity as well as make a valuable difference and to work where hard work results in growth of an organization and self.

### **SKILLSSETS:**

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- **Software Skills:** SAP-7.3, Microsoft Outlook 2010, Microsoft Excel 2010, Microsoft Word 2010,

### **ACADEMIA: -Bachelor of Commerce**

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Degree/ Certificate	Board/University	Percentage	Year of Passing
PGDMLM	Pune University	65 %	2012
B. Com	Pune University	68 %	2008
H.S.C	Pune Board.	56 %	2005
S.S.C	Pune Board	64.13 %	2003

### **TOTAL EXPERIENCE: 9 YRS. IN STORES.**

#### **CURRENT WORK EXPERIENCE**

**Organization** : 3M India Pvt Ltd C/O Mahindra Logistics  
**Designation** : Operation Executive  
**Department** : Warehouse  
**System** : BPCS (Outlook 2010)  
**From** : 25 Feb 2019 To Still.

#### **Roles & Responsibilities:**

- Ensure Vehicle Unloading with Checking Document.
- Make GRN in system (BPCS) & Document Handover to Finance.
- Material Handling Activity, Material picking, Material Loading,
- Material Issuance, Material Transfer Respective Location.

- Make Daily Report Dashboard Report, TAT Report, Issuance Report Cycle Count Report.
- Managing all procedures of Logistics, documentation
- Transport arrangement
- Make Returnable / Non-Returnable challan
- Handling Manpower 5s Activity
- Handling Manpower, Coordinate with mathadi For Vehicle Unloading/ Loading
- Attend Daily Tier 3 Meating
- Ensuring proper line feeding to production as Per FIFO and FEFO.
- Highlighting shortage to PPC and Sourcing Dept. according for plan.
- Verified of physical stock and system stock of material in Daily basis.
- Take Cycle Count Material Quarterly.
- Use of E Mail for various follow-ups in day-to-day purchase activities.

### **PREVIOUS WORK EXPERIENCE:**

<b>Organization</b>	: - <b>Fiat India Automobile Pvt Ltd C/O TVS Logistics</b>
<b>Designation</b>	: Assistant Officer
<b>Department</b>	: Receiving / 55B/Dispatch
<b>System</b>	: SAP-7.3& Outlook 2010.
<b>From</b>	: 12 Sep 2017 TO 30 Apr 2018 (BLG LOGISTICS) : 02 May 2018 to 20 Feb 2019 (TVS LOGISTICS)

### **COMPANY INTRODUCTION:-**

#### **:- Fiat India Automobile Pvt Lets TVS Logistics**

: Working with a Joint venture of TATA - FIAT having a world class plant set up for manufacturing of Automobiles vehicles like Linea, Punto, Indica, Nixon Manufacturing facility of "POWERTRAIN".

### **Roles & Responsibilities:**

- Making analysis Report against Shipment Plan & actual Dispatch
- Planning, Follow up with the Transporter, Co-ordination with the Customer
- Material Handling Activity, Material picking, Material Loading
- Managing all procedures of Logistics, documentation
- Transport arrangement
- Make challan 55B
- Handling Manpower 5s Activity
- Stock Transfer from Plant to Production. (MB1B).
- Preparing Material Reservation.
- Ensuring proper line feeding to production.
- Highlighting shortage to purchase dept. according for plan.
- Verified of physical stock and system stock of material in every week.
- Use of E Mail for various follow-ups in day-to-day purchase activities.

### **PREVIOUS WORK EXPERIENCE:**

**Organization** : Skh Smc Pvt. Ltd.  
**Working at** : Gat No-542-545 Village- Dhoksangavi, Tal: -Shirur, Dist.: - Pune.  
**Designation** : Stores Associate (Rm Store).  
**Department** : Store.  
**System** : SAP-7.3& Outlook 2010.  
**From** : 01 June.2016 to 10 Sep 2017

### **Roles & Responsibilities:**

- Preparing and clearing of GRN on day-to-day basis.
- Raw material receipt and issue with the help of forklift.
- Maintaining FIFO in Rm store.
- Maintaining 5S in Rm store.
- Maintained Maximum, re-order & minimum level of Rm store.
- Maintained inventory control in Rm store.
- Creating new Reservation. (MB21)
- Stock Transfer from Plant to Production. (MB1B).
- Preparing Material Reservation.
- Ensuring proper line feeding to production.
- Highlighting shortage to purchase dept. according for plan.
- Verified of physical stock and system stock of raw material in every week.
- Use of E Mail for various follow-ups in day-to-day purchase activities.

### **PREVIOUS WORK EXPERIENCE**

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**Organization** : ITC\_India\_(P) Ltd  
**Designation** : WSP  
**Department** : Warehouse  
**System** : SAP-7.3& Outlook 2010.  
**From** : 18 June.2014 to 25 May 2016

- Make GRN In Sap Movement 101,103,105
- Material Issue in Department against Issue slip
- Declaring For shortage list
- Unloading material Physically checking with respective location
- Maintain for FIFO & FEFO
- To check Physical stock every week
- Material shortage high light purchase department
- New material location update
- Manage and maintain manpower of warehouse
- Maintain housekeeping daily
- Daily follow up of the shortage material in purchase department

## **PERSONAL DETAILS**

**Name** Sandip Popat Sonawane

**Date of Birth** – 12/06/1987

**Address A/P** - Nirvi  
Taluka- Shirur  
Dist – Pune

**Marital Status**- Married

### **Languages Known**

Marathi, Hindi, English

I hereby declare that all above given information is true to that best my knowledge

**Place** Yours Faithfully,

**Date** Sandip P Sonawane