

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:

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

ACADEMIA: -Bachelor of Commerce

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 Meeting
- 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:

Organization	: - Fiat India Automobile Pvt Ltd C/O TVS Logistics
Designation	: Assistant Officer
Department	: Receiving / 55B/Dispatch
System	: SAP-7.3& Outlook 2010.
From	: 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

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