

# SIDDHESH SANTOSH SHIGWAN

## Supply Chain Management



A/p. Bharne (Ghadshiwadi), Tal. Khed, Dist. Ratnagiri.



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### OBJECTIVE

To seek a position to utilize my skills and abilities in a firm that gives learning opportunities to enhance my knowledge and helps Professional growth.

### PROFILE SNAPSHOT

An Officer Supply Chain, holding 5 Years of experience in SAP MM/SD module, Supply Chain Management, Sales & Distribution, Inventory Control and Dispatches of material. Looking after whole incoming process, responsible for handling, supporting & getting the work done from the team.

### PROFESSIONAL EXPERIENCE

#### DEEPAK NOVOCHEM SPECIALITIES LIMITED, Lote

Executive – SCM & SAP-MM

(1<sup>st</sup> Jan 2024 to till date)

##### Responsibilities

- Material master creation in SAP.
- Vendor master creation in SAP.
- Customer master creation in SAP.
- Price list updating in SAP for FG product.
- Material extension to storage location.
- STO Invoicing.
- Logistic Invoicing.
- Cancellation of Gate Entry, GRN & Issues.
- Maintaining HSN code in SAP.
- Create and update GST tax rate in SAP configuration.
- Mass change in Material master.
- Open/Close period for MM module.
- Inventory management.
- Physical inventory up and down from SAP.
- Integration knowledge in PP, PM, QM, MM and SD.

#### DEEPAK NOVOCHEM TECHNOLOGIES LIMITED, Lote

Officer – Supply Chain

(1<sup>st</sup> Dec 2021 to 31<sup>st</sup> Dec 2023)

##### Responsibilities

- Handle & control raw material, lab material engineering material & packing material.
- Preparation of PR & PO required material, and Checking PO of inward material.
- GRN preparation of inward material.
- Material issue against Order & Reservation.
- Preparation of RGP/NRGP as per user requirement.
- Preparation of Service PO & Service entry sheet.
- Responsible for external & internal inventory audit.
- Managing scrap inventory identification and documentation.
- Dispatch of scrap material.
- Making Dispatch Documents
- Creating Process Order & Confirmation in SAP for dispatch material.
- Material Packaging and Stuffing.
- Arranging transportation for dispatch material.
- Inspection and acceptance of incoming containers.

## **AL-TASNIM ENTERPRISES LLC – Muscat (OMAN)**

Dispatch Clerk

(January 2019 to Sep 2021)

### **Responsibilities**

- Organizing and maintaining files and records.
- Assist in receiving incoming delivery orders from clients & sales persons.
- Preparation of Delivery documents in SAP.
- Daily Deliveries shipping documents preparation.
- Ensure quality of data input in the SAP for all order processing related outputs.
- Purchase Order generating as per the daily material requirements.
- Preparation of Goods Receipt Note (GRN).
- Transportation and shipment arrangements.
- Shipment tracking and update to the customer on timely basis.
- Time sheets generating as per daily program.
- Maintaining daily reports of all vehicles related to breakdown & actual working.
- Maintain material in SAP & Physical.
- Handling team of 10 persons (Expertise Company) for all heavy vehicles.

## **ACHIEVEMENT**

**Awarded by ED & CEO for noticeable contribution in the year 2022-2023.**

## **EDUCATION**

### **B.Sc. CHEMISTRY – 2016**

Mumbai

University Pass

Class

### **HSC - 2013**

Kokan Board

Percentage –

50 %

### **SSC - 2011**

Kolhapur Board

Percentage –

69.27 %

## **SKILLS & KNOWLEDGE**

Tally ERP 9.

SAP System (MM, SD, PM & PP modules) Effective Team Management.

Logistics

Stock Management

## **GOAL**

### **SHORT TERM**

Having a good position in a reputed organization where I can learn more about all Supply Chain Function & become an effective Supply Chain Professional.

### **LONG TERM**

Become a Supply Chain Lead of well-known & reputed organization where I can utilize my skill & apply my knowledge to increase the organizational value.

## **PERSONAL INFORMATION**

Date of Birth: 3<sup>rd</sup> January 1995.

Marital Status: Unmarried.

Language Known: English, Hindi, Marathi.

Nationality: Indian.

Hobbies: Playing Taekwondo.

## **DECLARATION**

I hereby declare that the above-mentioned information is correct and up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particular.

**Place:**

**Date:**

**Siddhesh Shigwan**