

Curriculum Vitae

Application For:	“Sr. Logistics & Warehouse Executive”	Name: SHARAD SUDAM PAWAR
Qualification: -	B.Com. M.com Appear, ERP 0.9 Tally, SAP S/4HANA,	Current Address: A/p: - Ganpati Chinchwade, Near Dnyandeep Colony Chinchwade Nagar Chinchwad Pune 411033.
E-mail:	sharadpawar.vs@gmail.com	Permanent Address: A/p – Vadoli Nileswar, Tal-Karad, Dist – Satara Pin – 415 115
Cell No:	9890567717	

SKILL SUMMARY

- **Job-related skills/software:** MS Office, Excel, PowerPoint, Outlook, and handling of the Internet. Tally ERP9.0, Oracle ERP.
- Entire Export Documentation, preparing commercial invoices, packing list, Preparing Importing country certification, Customs/ Insurance declaration Certificate of Origin, etc. Material inward and outward activities.
- Category: Domestic & Export-Import & Material Inward & Outward.

NATURE OF WORK, DUTIES, ROLE PERFORMED: SUMMARY

	<ul style="list-style-type: none"> ➤ MYLAB DISCOVERY SOLUTIONS PVT LTD. ➤ 15th Sept. 2021 to Till Date. ➤ “Sr. Logistics & Warehouse Executive”
	<ul style="list-style-type: none"> ➤ MATERIAL INWARD ➤ Prepare GRN of receipt material and submit to inspection section for passing. ➤ Collecting GRN of received material and then making the PO checklist. ➤ After inspection GRN transfer to Account section. ➤ Accurately updating all data into a computer and manual recording systems. ➤ Daily reported to the Planning & Purchase department for incoming materials. ➤ Verification of incoming materials with a security supervisor. ➤ Maintaining material incoming register, stock register, rejection register, fabricated material register, structure tooling register, inventory register & motivate credit and debit register. ➤ Rejected material kept in Rejection marked area and informed Purchase, Planning & Suppliers. ➤ Maintain of goods inward register, rejection goods register & arranging of rejected material to venders. ➤ Coordinate with suppliers for Raw & packaging materials. ➤ Maintain The Material Stock on FIFO and LIFO Basis. ➤ Internal monthly stock checking. ➤ Assists the Warehouse Manager with running of reports for inventory.

- Reviews records for accuracy of information and compliance with established procedures, and to determine adequacy of stock levels.
- Obtain approval for selecting a particular vendor and place a Purchase Order on the Vendor.
- To release Purchase Order to Vendor & follow up for material delivery.
- To give proper storage & preservation to various items.
Receiving & verification of quantity of goods as per challan and Purchase order.
- Generate E-waybills for both inter and intrastate consignments.

- **MATERIAL OUTWARD**
- Coordinate with PPC, Production and Quality Dept for Material to Dispatch
- On Time Dispatch DO Wise/PO Wise.
- Preparation of 57f4 Challans.
- Making DO sheet & Dispatch of material as per DO schedule.
- Prepare pre-intimation and Post intimation.
- Handling of Dispatch Team.
- Dispatch planning on a daily basis.
- Preparing Sales Invoice, Stock transfer invoices & Returnable & Non-Returnable Challans.
- Received 57F4 challans from the customer & check its price with the job work price agreement.
- Prepare Sales order and create Invoices through SAP.
- FG stock physically checks on daily basis.
- Maintain the Inventory of all types of Materials in F G
- 5S Maintain Daily Basis.
- Maintain The Material Stock on FIFO and LIFO Basis.
- Documents (invoice & challans) file after checking on daily basis.
- Entire Export Documentation (Post Shipment Document)
- Preparing commercial invoices and packing lists.
- Preparing Importing country certification, Customs/ Insurance declaration Certificate of Origin, etc.
- Sending scanned copies of documents to the customer after receipt of BL.
- Informing tracking No.of the courier to the customer with regards to Original shipping documents.
- Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason.
- To maintain co-ordination between related departments
- Also knowing all types of Cargo examine/Process LCL as well as FCL.
- Co-ordinate with CHA & Transport agency
- Maintaining the export records manually
- Organized a neat and clean warehouse and ensured the achievement of all goals.
- Maintaining supplier-wise inventory & carrying out inventory stock checks to have discrepancy-free stock.
- Coordinate with transporters for receipt & Dispatch of consignments.
- Maintaining the daily operation of the distribution center in the areas of stocking, receiving, and dispatch for the stockroom.
- Making DO sheet & Dispatch of material as per DO schedule.

	<ul style="list-style-type: none"> ➤ Dispatch planning on a daily basis. ➤ Preparing Sales Invoices, Stock transfer invoices & Returnable & Non-Returnable Challans. ➤ Provided logistic advice and resolved any shipment problems promptly. ➤ Generate E-waybills for both inter and intrastate consignments. ➤ Daily Check Export material in Generated EGM in Custom Sites. ➤ FG stock physically checks on a daily basis. ➤ Exported materials selling invoice sent to the Accounts Dept's and check updated BRC. ➤ Preparing dispatch reports, reconciliation reports, and sales reports on a daily basis. ➤ Maintained accuracy and integrity of all logistic information. <p>➤ Key Areas of Operation In warehouse</p> <ul style="list-style-type: none"> ➤ Material Receipts, visual checking against invoice, filling the incoming check list and material proper staging, repacking the material. ➤ Maintaining inward registers, following up with SCM team. ➤ MIS –Daily basis stock report, Inbound and Outbound, Cycle count etc. ➤ Preparing the mixed case label and report, stacking the material pallet wise, preparing the Container Loading Check Sheet (CLCS) with container details and mixed label. ➤ Container (FCL&LCL) stuffing through case list and invoice, Excise Documentation, Gate pass preparation. ➤ Proper maintaining for inventory register, inbound and outbound register ensure in the system. ➤ Timely arrangement of Vehicles & Containers for stuffing of Shipments ➤ Quarterly audit of material status with internal auditors. ➤ Handling a team of 20+ employees and supervising their work, Responsible for the daily operation of the Warehouse, responsible for reporting to the senior manager, the set goals and targets for the employees and motivating them to achieve these targets and goals, and responsible for handling all the queries and problems of the employees.
	<ul style="list-style-type: none"> ➤ NIPRO INDIA CORPORATION PVT. LTD ➤ 21st Sept. 2015 to 10th Sep 2021. <p>“Logistics & Warehouse Executive”</p>
	<ul style="list-style-type: none"> ➤ Entire Export Documentation (Post Shipment Document) ➤ Preparing Commercial Invoices, Packing List ➤ Preparing to import Country Certification, Customs/ Insurance Declaration Certificate of Origin, etc. ➤ Sending Scan Copies Of documents to Customer after receipt BL. ➤ Practical Knowledge of Factory Work. Handling Contained Stuffing & More Work in Factory ➤ Handling / Supervising all stock Dept./ Warehouse activities, Reporting to Seniors/ Higher Departments. ➤ Taking care of day-to-day activities to maintain stock on a real-time basis.

	<ul style="list-style-type: none"> ➤ To take Physical stock every month-end and compare it with computerized Inventory to keep records of stock and dispatched. ➤ Follow up on parties' PO and dispatch goods accordingly. ➤ Inventory Control, reporting to the Client on daily activities, Stock Maintenance, Coordinating with Audit, and Supervision of Incoming and outgoing stocks in the Warehouse. ➤ Accurate quantity, type, and also acceptable quality. ➤ Moving items through the warehouse from receipt to dispatch to customers. ➤ Co-ordinate with transporters for receipt & Dispatch of consignments ➤ Accurately updating all data into the computer and manual recording systems. ➤ Proper maintenance of Documentation on a Day-to-Day basis along with Filling of records. ➤ Exported materials selling invoice sent to the bank and check updated BRC. ➤ Daily Check Export material in Generated EGM in Custom Sites. ➤ Preparing Challan & Gate passes while dispatching the material
	<ul style="list-style-type: none"> ➤ TATA MOTORS LTD, Pimpri Pune – 411018 <p>19th June 2014 to 2nd Feb. 2015 “Store Assistant”</p>
	<p>Worked with TATA MOTORS LTD. as Sore Assistant.</p> <p>Nature of WORK, DUTIES PERFORMED: SUMMARY</p> <p>Store & Excise Related Work:</p> <ul style="list-style-type: none"> ➤ Controlling Job Challans and Annexure-IV under rule 4(5) a. ➤ Follow-up of pending 57F (4) / 4(5)(a) challans green copies. ➤ Maintain GRN/Issue notes correctly, To ensure at the time of issuing materials are checked properly Verification of Goods Receipt Inward Note with tax invoices received from vendors and report to the senior manager of Stock of Material. ➤ Proper maintenance of Documentation on a Day-to-Day basis along with Filling of records. ➤ Preparing Challan & Gate Pass while dispatching the material. ➤ Handling Store Department of Section. {Keeping record of Inward & Outward.) ➤ Maintain Stock of finished Goods. ➤ Monitor the Inward / Outward movement of Material.
	<p>Essel Enterprises Karad.</p> <p>October 2013 to May 2014</p> <p>“Assistant for Store & Logistics”</p>
	<ul style="list-style-type: none"> ➤ Good outward, invoicing, labor coordination, logistics coordination, etc. ➤ Cenvat Credit Taken in SAP for Purchase Material. ➤ Controlling Job Challans. ➤ Maintain GRN/Issue note correctly, To ensure at the time of issuing materials are checked properly Verification of Goods Receipt Inward Note with tax invoices received from vendors and report to the senior manager of Stock of Material.

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| | <ul style="list-style-type: none">➤ Proper maintenance of Documentation on a Day-to-Day basis along with Filling of records.➤ Preparing Challan & Gate Pass while dispatching the material.➤ Keeping a record of Inward & Outward.➤ Monitor the Inward & Outward movement of Material.➤ Preparing Export related documents such as Commercial Invoice & Packing List, A.R.E. 1, Submission of P.O.E. (Proof of Export, Annexure 19, Return Submission, Container Sealing.) |
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Qualification gained:

- M. Com from Shivaji University in the year Appear.
- B. Com from Shivaji University in the year 2013
- High Sec. from Maharashtra State Board in the year 2007

Computer Skills:

Working knowledge of various Accounting Software:
Office - MS–Office, Word, and Excel
Internet & E-Mail - Internet Explorer
ERP Package - SAP Orion (ERP), SAP S/4HANA

ERP Systems – Tally ERP9, Asaana, Odoo, ERP next, Bizapp, etc.

Personal Details:

- 1) Name : Mr. Sharad Sudam Pawar
- 2) Father Name: Mr. Sudam Jagannath Pawar
- 3) Permanent Address:
A/P.Vadoli Nileshwar
Tal-karad Dist-Satara
Pin Code - 415115
- 3) Date Of Birth: 10th June 1990
- 4) Age: 33 Years

I Hereby declare that the statements made in this application are true, complete, and correct to the best of my knowledge and belief.

Place: Pune

Yours Faithfully

Date:

Sharad S. Pawar