

Resume

VISHAL DILIP JAGTAP

Mobile No-9518916257

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WORK EXPERIENCE:

1. As a store executive in Ward wizard foods & Beverage Ltd

(10/06/2023 To Till Date)

2. Store Executive United FilterIndustries in wadki nala

(01/03/2023 To 30/06/2023)

3. Store Supervisor - Britannia Industries Ltd Ranjangaon

(10/01/2019 To 28/02/2023

Designation:- StoresExecutive

- Maintaining and handling of all RM/PM, stores work in plant
- Verification & Inspection of Goods as per PO
- Managing daily Stock Transfer Report
- Keeping stocks up-to-date and doing physical verification on regular basis
- Loading – Unloading of all inward and outward material as per SAFETY Policy
- Schedule preparation for audit work.
- Reconciliation of all PM on daily basis
- Arrangement & stacking of all material in stores as per policy compliance.
- Reconciliation of Gate Inward Register &**SAP** inward
- Monthly reconciliation of all PM issue slips with **SAP**.
- Follow the FIFO& LIFO Compliance for RM-PM & Chemicals.
- Monthly closing stock verification with **SAP**
- Maintaining of housekeeping in stores

Documentation

- Segregation of all inward invoices and filing in the same in proper files as.
- Stock Transfer & Material sales invoice record.
- All RM/PM material inward & outward record.
- Monthly closing stock verification report.
- Material issue slip & material return slip record.
- Record of daily stock statement for RM/PM
- Inventory management
- Responsible for total warehouse management including incoming, line feeding and follow-up with production and quality team.

MIS Reports

Daily / Weekly Reports

- Daily Material Arrival / Receipt reports
- Reconciliation of Gate Inward Register & SAP inward
- Daily reconciliation of all RM/PM & Chemical issue slips with SAP.
- Weekly Vehicle Halting Report.
- Weekly manpower Utilization Report.
- Line Feeding
- Material movement without damage & easy to move condition.
- Basic knowledge of dispatch activity, min max. Inventory level.
- Basic knowledge of rejection, scrap processes
- Maintaining 5s in store dept.
- Avoid stoppage of production line due to shortfall of material.
- Classification, coding & warehousing of material received
- Issuing material to production in a lead time to avoid the line stoppage

EDUCATIONAL QUALIFICATIONS:

- TYBA in with 50.00%
- HSC in with 53.50%
- SSC in with 63.00%

ADDITIONAL CREDENTIALS:

- MS-Word, Excel, PowerPoint & Outlook
- **SAP MM S4 HANA**
- **Windows 2007,2008 & 2010**

PERSONAL PROFILE:

Name	:	Vishal Dilip Jagtap
Date of Birth	:	30 nd july1998
Present Address	:	At post. Khandale Dist:- Pune
Permanent Address	:	At post. Khandale Dist:- Pune

(Visahl D Jagtap)