



Tejas J. Khopade

Supply chain Management | Operation Logistic

Contact Details

Date of Birth: 13-12-1991

Address: Mumbai

Marital Status: Single

Email Id: tejaskhopade91@gmail.com

Mobile No: 8169077476.

Educations

T.Y. BMS | 2012

Mumbai University.

MSBSHSE BOARD | 2009

Higher Secondary Certificate

MAHARASHTRA STATE BOARD | 2007

Secondary School Certificate

Skills

- Managing Input & Output
- Teamwork
- Decision Taking
- Handling Dispatch
- Solutions-oriented
- Results-driven
- Innovation
- Honesty
- Continually seeking improvement
- Quick Follow

Career Overview

Organizational and hardworking supply chain executive with good written, oral, and interpersonal communication abilities who has been successful in developing and inspiring a dynamic workforce with driven to cut cost and boost company sales.

Experiences

LOGISTICS EXECUTIVE | SUPPLY CHAIN MANAGEMENT (SIEMENS & ABB SYSTEMHOUSE)

M/s. GatiLek Pvt Ltd. (Industrial Automation) | May 2018- Current

- Responsible for complete stock file maintaining and dispatch clearance with warehouse team.
- Coordinating with accounts team and sales team for dispatching the order's.
- Communicating with Client for the delay and availability of the orders time to time.
- Responsible for tracking shipments of Siemens with received consignments on time.
- Responsible for maintaining stock reports with respect to the physical stock with every quarter.
- Handling and Managing sales team and warehouse team with respect to the client's mail.
- Communicating with the Siemens Sales Engineer for the alignment of the orders for any delay in receiving ordered receipts of the products.
- Propose improvements to the current purchasing system that will improve vendor relationships and lower the cost of doing business.
- Collaborate with inventory control and then maintaining those levels throughout the year
- Assist in developing more effective invoicing and collecting processes
- Directly contacting Siemens and arranging for the Material.
- Well versed with excel (hlookup vlookup) , One drive file.
- Telephonic follow up for payment collection.
- Client location visit for payment collection.

PURCHASE EXECUTIVE

Sunlight Power Systems (Panel's Design) | March 2015 - Feb 2018

- Client orders are collected, and purchase orders are allocated to subcontractors and manufacturers.
- Managing and negotiating with material vendors and subcontractors.
- Handling Purchase order records, follow-ups, and post-purchase monitoring.
- Dispatch schedule Performa Invoice Preparation Customer communication with regard to Bill Queries Expedited resolution and delivery.
- Payment Follow ups.
- Stock Material Maintenance Daily Account Entries.

MARKETING EXECUTIVE

Jeevandeep Prakashan Pvt. Ltd | Nov 2014 - Mar 2015

- Collection of Orders from Various Clients.
- Marketing of new products in client Meetings
- Daily Stock Tracking.
- Processing Invoices with ref. to Orders.
- Supporting to area sales Manager
- Weekly presentation to management

Core Competencies

- Negotiation abilities
- Quicker and more effective leadership
- ERP 9 Management skills MS-CIT Excel 2007,2010,2013
- Logical decision-making
- Teamwork competence

INTEREST & HOBBIES

