

CURRICULUM VITAE

ABHIJEET PRALHAD CHAVAN

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Passport No – R2750132

OBJECTIVE:-

To work in competitive environment that provides me the job satisfaction and professional growth.

PROFESSIONALEXPERIENCE: -

Lloyds Metals and Energy (LMEL) Gadchiroli Location

Industry : Lloyds Metals and Energy
(LMEL) Designation : General Operations & Billing
Duration : 07 Febr 24 TO 01 Oct 24

Job Description

- Handling Admin Related Responsibilities
- Production Planning & forecasting RM requirement
- Inventory Management for RM & Monitoring Material flow-up
- Coordinating with suppliers by raising purchase orders and Follow-up timely
- Making payment on time
 - Maintaining documents for each PO generated.
 - Visits at supplier Place for audits, checking status of order.
 - Identifying cost reduction and cost saving opportunities in the projects
 - Follow-up for document approvals from design team and vendor.
 - Co-ordinating & following up schedules, deadlines & delivery dates.
 - Visits at supplier place for audits, checking status of order
 - Ensure rejected material is sent back to supplier and arrange for replacement.
 - Follow up for all invoices, TC's, LR copy, ASN
 - Punching of Purchase Orders (PO) and sharing with vendors along with discussion for future incoming material
 - Maintaining documents for each PO generated
 - Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them
- Supporting HR Team
- Calendar Management
- Administration
- Vendor development and management for maintenance renovations
- Contract Management
- Industrial Relations
- Meeting Management
- Effective Communication
- Collaborate effectively with all staff
- clients, and suppliers Managing information flow in a timely and accurate manner
- Managing executives
- Purchase Billing
- PO And PR

- Contractual Billing & Budgeting
- Time office Management
- Problem Analysis
- calendars and set up meetings Daily
- Verification of petrol allowance of cab drivers
- Effective Communication
- Office Administration & Stationery
- House Keeping & Office Assistant Supervision
- staff management

HYT ENGINEERING COMPANY PVT LTD

Industry : **HYT ENGINEERING COMPANY PVT LTD**

Designation : **Purchase Executive**

Duration : **14 JULY 2021 TO 15 December 2023**

Job Description

- Handling Admin Related Responsibilities
- Purchase stationery and consumer item
- Proper Screening of requisition given by user Department before Proceeding with Purchase activities
 - Maintaining documents for each PO generated.
 - Visits at supplier Place for audits, checking status of order.
 - Identifying cost reduction and cost saving opportunities in the projects
 - Follow-up for document approvals from design team and vendor.
 - Co-ordinating & following up schedules, deadlines & delivery dates.
 - Visits at supplier place for audits, checking status of order
 - Ensure rejected material is sent back to supplier and arrange for replacement.
 - Follow up for all invoices, TC's, LR copy, ASN
 - Punching of Purchase Orders (PO) and sharing with vendors along with discussion for future incoming material
 - Maintaining documents for each PO generated
 - Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them
 - Development of new vendors after analyzing their setup, quality of products, customers etc
 - ABC classification of vendors based on criteria like cost, quality, timely delivery
 - Standardized target time from PR to PO generation
 - Establish Collaboration - Work with projects dept., technological development, quality and stores teams for timely procurement and delivery of materials
 - Taking budgetary offers for upcoming project
 - Punching of PO and sharing with vendors along with discussion for future incoming material.
 - Priority wise purchase planning. Ensure the smooth delivery of purchased material at the right time,

Right place and right cost.

- Calendar Management
- Logistics & Dispatch

- Meeting Management
- Making payment on time
- Coordinating with suppliers by raising purchase orders and follow-up for timely delivery of materials order
- Maintain records by filing related documents responsibilities
- Civil item purchase
- BG & IMP Documents Drafting
- Site Update and Follow-Up
- Conference Meeting Planning And Arrange
- Staff Meeting Arrange And Follow-up
- Follow-up interview schedule and interview line-up
- CMD Document Handling
- Vendor development and management for maintenance renovations
- New vendor deployment
- Office supplies and place orders
- Verification of cleanliness and hygiene part of the office
- Time office management
- Security record checking and maintain first aid box
- Verification of petrol allowance of cab drivers
- Travel Arrangement & Hotel Management
- Update records and files
- Mail drafting and check sort and forward mail
- Effective Communication
- Office Administration & Stationery
- Time Management
- House Keeping & Office Assistant Supervision
- Mail Handling
- Facility Management
- Guest Management
- Pest Control
- Repair and Maintenance.
- Staff co-ordinate & Problem Solve
- Logistics

Central Railway

Industry : ***Indian Railway***
Designation : ***Railway Logistic Planning***
(CCOR) Duration : ***1 Dec 2014 To 30 July***
2020

Job Description

- *All local pilot and guard booking*
- *E-Demand*
- *Forwarding note*
- *Wagon WRF*
- *GDR*
- *Goods Rake Planning*
- *Goods Order*

- *Staff Management*
- Office staff duty management
- All Staff Attendant daily record maintained
- Addressing employee queries leave payroll insurance
- Joining formalities for new joining
- New joining file & Login id Create
- New Joining all Staff Introduction
- Welfare
- Employee management
- All Staff payroll and daily attendant update and maintained
- COIS handling
- Train management systems
- Running staff management
- All administration record maintained.
- All staff duty record maintained
- All fax & telephone handling.
- Protocols follow.
- All staff payment record maintained
- Canteen & Rest Room Management
- Good Communication skills

Central Railway

Industry : ***Indian Railway***

Designation : ***Power Recorder (PCCOR) Divisional Control***

Branch Duration : ***12 July 2013 to 31 Jan 2014***

Job Description

- *Handling loco attach*
- Crew management
- All Staff Attendant daily record maintained
- Handling mailing activity
- All VIP/Minister programmer & planning
- All administration record maintained.
- All staff duty record maintained
- All fax & telephone handling.
- Protocols follow.

QUALIFICATION:-

<i>EDUCATION</i>	<i>School/College</i>	<i>Board/University</i>	<i>Year of passing</i>
<i>MBA</i>	Dattakala Group Of Management (Supply Chain Management & international Business)	<i>Pune University</i>	<i>2021-2023</i>
<i>B.A</i>	Y.C.O University Nashik	<i>Solapur</i>	<i>2014-2017</i>

H.S.C	H.S.C.Board Pune	Maharashtra Board	2011-2012
S.S.C	S.S.C Board Pune	Maharashtra Board	2008-2009

COMPUTER KNOWLEGE:-

MS Office (Excel, Word)

Typing speed ENGLISH-40WPM, MARATHI-30WPM& HINDI 30 WPM

MS-CIT (Maharashtra State Certificate in Information Technology)

PERSONAL DETAILS:-

Date of Birth : Mar 08 1992

Gender : Male

Languages Known : English, Hindi and Marathi

**Current Address : Arnav Park Plot No 37,Near Ashok Nawale Office
Hadapsar , Handewadi Road Pune- 412308**

DECLARATION:-

I hereby declare that the above written information is true to the best of my knowledge.

Place: -PUNE

Abhijeet Chavan

