**CURRICULUM VITAE**

**Name : Manoj Vilas Lokare**

**Email**  **: lokare.manoj@yahoo.in**

**Mobile**  **:**  **09049705816**

**Educational Qualification**

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| --- | --- | --- | --- | --- |
| **Name Of Degree** | **Board/University** | **Year** | **Group/Subject** | **Institute** |
| B.Com | Mumbai | 2011 | Commerce | L. D. Sonawane College |
| HSC | Mumbai | 2006 | Commerce | National Jr. College |
| SSC | Mumbai | 2004 | Marathi | Ulhas Vidyalaya |

**Employment History**

1. **Consultant Back Office (1 March 2017 to September 2017)**

**Company Name: Roha Infosystem Pvt. Ltd. (ROHA DYECCHEM PVT. LTD. A JJT GROUP COMPANY)**

**Descriptions:**

* Working in SAP (R3 Production) system in Sales & Distribution (SD) Module.
* Verifying & approving sales orders with customer purchase orders punch by CSR team by considering important points like po no, date, incoterm term, bill to address, ship to address, item no, item details, item code etc.
* Comments in sales orders like credit Block, insufficient stock & email to the concern CSR.
* Send the SO Confirmation to the customer by an email.
* Generating material picks tickets (Outbound deliveries) against fully stock sales orders

& packing slips (PGI) on the basis of delivery schedule of the customer orders.

* Updating details like tacking number, carrier name, freight charges as per incoterms in sale invoices.
* Also generating the sales invoices on receipt of shipping documents from US team.

1. **Supply Chain Assistant (12 June 2015 – 28 Feb 2017)**

**Company Name: Kaya Skin Care Limited**

**Descriptions:**

* Working in SAP (R3 Production) system in Sales & Distribution (SD) Module.
* Processing sales orders in SAP based on inputs received from marketing/sales team with the details like PO. No, date, validity, item name, basic price, discount, taxes, shipping point etc.
* Informing to the concerns team regarding the credit block or any issue in processing the SO.
* After processing sales order, forward to the warehouse team to generate invoices for dispatch purpose.
* Sending dispatch details to marketing/sales team & get the follow up of the consignments with courier Company.
* Tracking of the all undelivered consignments to insure timely delivery of the consignments, solving the issues by coordinating with the concern team if consignment stuck in transit.
* Getting the sales return in case of near expiry/expired goods, damage goods etc.
* Preparing waybills like DS2 (Delhi), E-Sugam (Karnataka), VAT 47A Import (Rajasthan), Kolkata, Telangana, etc.
* Sending Monthly Stock Statement Report. Sales Reports, Dispatch reports to the concerns.
* Sending Daily Sales Report by calculating fill rate of each orders & take action on lowest fill rate orders.
* Calculate TAT (Turn Around Time) of every customer orders & also act on those orders to improve the delivery process.

1. **Commercial Officer/Assistant (5 September 2013 – 9 June 2015)**

**Company Name: Greaves Cotton Ltd.**

**Descriptions:**

* Working in SAP (R3 Production) system in Sales & Distribution (SD) Module.
* Processing sales order (VA01) in SAP based on inputs received from marketing/sales team with the details like PO. No, date, item name, basic price, discount, taxes etc.
* Making proforma invoice in excel for advance payment or for order purpose.
* After creating sales order (VA01), process the sales order by Post Goods Issues (PGI-VL01N) with order reference & pick the material serial numbers from particular plant.
* Making excise entry (J1IJ) to apply excise in invoice.
* At final generate commercial invoice (VF01).
* Getting the approval from management to open the credit locks of billing.
* All commercial invoices handover to the warehouse people for dispatch purpose.
* Prepare & Send the Monthly Stock Statement Report (MB52) & confirm material availability.
* Inward the material in SAP (MIGO) which is come from factories, branches & vendors.
* Making stock transfers debit note from branch to branch/ Depot to depot.
* Making B Forms in excel to create credit notes for sales return, discounts, price difference, wrong taxes etc.
* Making payment entries against invoice (F-28), Advance payment (F-29), cheque entries (ZPAY\_IN\_SLIP).

1. **Logistics Executive (1 June 2012 to 30 August 2013)**

**Company Name: Champion Commercial Company Ltd.**

**Descriptions:**

* Processing the orders in SAP system with the details like PO no. & date, payment terms, transporter name, special destination, consignee copy etc.
* Send the proforma invoice to the customer or sales/marketing persons for advance payment or order purpose.
* Making A/R invoice cum Pre shipment documents (Sales) in SAP System for dispatch.
* Emailing the payment due report to the accounts department for payment collection.
* Filling up the waybill (road permit) forms & attached to the pre shipment documents.
* Sending documents to the warehouse like duplicate for transporter copy, road permit, 403 forms (for Gujarat state) etc.
* Charges the accurate freight in the invoice & confirm the mode of payment of freight whether it is To-pay basis or free delivery or it warehouse delivery or door delivery.
* Preparing the post shipment document after getting the LR from warehouse.
* After getting the LR from warehouse, courier the original for buyer copy of bill to the customer

With proper documentation like consignee copy or Xerox of LR.

* If there is any rejection of material, cancellation of purchase order or any mistake in the invoice,

Make the excise cancellation letter & submit to the excise department.

**Computer Knowledge**

* V Look Up, Pivot table In Microsoft Excel.
* Working knowledge on SAP (SD Module).
* English Typing 30 wpm

**Personal Information**

**Father’s Name**  **:**  Vilas Laxman Lokare

**Mother’s Name**   **:** Ratnamala Vilas Lokare

**Date of Birth**   **:** 02 July, 1987.

**Marital Status :** Married

**Permanent Address**  **:** 6/1, Ramnagar Chawl, Near Vitthal Mandir,

Khadegolawali, Vitthalwadi, Kalyan (E) - 421306.