

AVINASH SWAMI

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Academic Qualification				
Course	Year	Institution	Marks (%)	Remarks
B.A	Mar 2019	Yashwantrao Chavhan Open University, Nashik	575/1200 (48%)	Pass class
Diploma In Electrical Engineering	June 2016	Maharashtra State Board of Technical Education	1005/1500 (67.00%)	First-class
Class X	March 2013	Maharashtra State Board	384/500 (76.80%)	Wth Distinction
Work Experience				
Shree Gurudatta Sugars Limited, Takliwadi (Assistant Store Cleark)			(Feb 2020- July 2022)	
Job Responsibilities :				
<ul style="list-style-type: none">Responsible in receiving and checking of company materials deliveries, duties to check quantity and quality of items received, as per Purchase Order description and specification required.Making GRN activities, processing indent raised by other department.Coordination with Account department and Purchase Department.Monitoring incoming and outgoing equipments.Quality checking of Material received as per P.O. Regular monitoring and analysing different kind of tools and materialsPrepare Purchase Requisition and Issuance form. Encode materials received and issued.File maintenance for all outgoing/incoming materials.Supervising people for shifting materials in their exact location. Arrange materials in their corresponding location.Responsible for Weekly and Monthly Material Report to Department Manager.Identifying hazardous materials example phosphoric acid, lubricant oil, chemicals and locating in designed safe area.Routine physical inventory count and maintaining Min-Max level of stock.Weekly Procurement Delivery Report and Store material status.Preparation of Gate passes (Returnable and Rejected of Materials).Maintained a clean and safe work environment, pro-actively participated in team meetings with supervisors, and performed other tasks as assigned.				
Capabiities :				
<ul style="list-style-type: none">Analyze, Plan, Implement and Employ proactive management, strong leadership techniques and people management skills to generate accomplishment-driven workplace environment.Work efficiently and effectively as self-starter in busy environment handling multiple tasks simultaneously. Able to identify and resolve problems.Comprehensive presentation, negotiation, and team building qualifications.Effective communication and interpersonal strengths, combined with strong planning, purchasing and negotiating expertise, dedicated team player with a high degree of professional integrity and participative management approach.				
Extra-Curricular Activities and Achievements				
Project	CellPhone Controlled Lighting System <ul style="list-style-type: none">In this project the whole Electrical supply is controlled by our Cell phone.In which the Dual Tone Multiple Frequency Decoder is used to control the electrical system.The whole supply system is controlled by this project by doing simple calling method and pressing dial pad keys of numratics. This project is completed in 2 months.			
Extra-Curricular Activities	<ul style="list-style-type: none">Arranged Blood Donation camps in various events in different villages. Making citizens aware and encouges them towards blood donation.Arranged free health checkup camps from various NGOs in villages and cities.Proudly participated in flood rescue operation.Successfully participated in various help activities during Covid situation.Acieved third number in State Level scholarship and NMMS scholarship.			
Skills				
Technical Skills	<ul style="list-style-type: none">Proficient in MS- Excel, Word, and PowerPoint.Operating knowledge of ERP System.			
Interpersonal Skills	<ul style="list-style-type: none">Events Planning & Management • Inventory Control • Demand Forecasting TrainingCustomer Relations • Operations • Retail Procedures • Negotiations • Purchase			
Certificates	<ul style="list-style-type: none">MS CIT and MS OfficeMaterial ManagementAdvanced Excel training by Bizwiz.com			