

Saurav Dattatray Mahamulkar

New Panvel (W), Raigad, Maharashtra
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Professional Summary

Detail-oriented Logistics & Operations Associate with experience in warehouse coordination, dispatch handling, documentation management, and material movement tracking in a manufacturing environment. Proficient in MS Office, Advanced Excel, and Tally with GST. Recognized for accuracy, teamwork, and adaptability.

Professional Experience

Prov Foods Pvt. Ltd. (Proventus Agrocom Pvt. Ltd.)

Operations Associate – Logistics & Documentation | Sep 2023 – Present

- Managed logistics documentation and ensured accurate material movement recording.
- Coordinated with procurement, production, and transport teams.
- Maintained digital and physical dispatch and freight documentation.
- Supported inventory monitoring and helped resolve discrepancies.
- Assisted warehouse receiving, documentation, and dispatch tracking.
- Improved workflow efficiency and ensured timely order processing.

Education

- Bachelor of Commerce (B.Com), University of Mumbai – 2024
- HSC (12th), Maharashtra State Board – 2020 | 58%
- SSC (10th), Maharashtra State Board – 2018 | 67.60%

Technical Skills

- MS Office (Excel, Word, PowerPoint)
- Advanced Excel
- Tally with GST
- Typing Speed: 30 WPM (English & Marathi)
- Basic warehouse & logistics operations

Soft Skills

- Communication & Interpersonal Skills
- Team Collaboration

- Attention to Detail
- Time Management
- Problem-Solving

Core Strengths

- Quick learner with a results-driven approach
- Organized and disciplined
- Reliable and punctual
- Strong aptitude for operations and inventory processes

Personal Information

- Date of Birth: 17 April 2002
- Marital Status: Single
- Languages: Marathi, Hindi, English
- Hobbies: Travelling, Swimming, Gaming
- Address: Prabodhan CHS, B-12, Room No. 4, Khanda Colony, Sector 11, New Panvel (W), Raigad – 410206