

## CURRICULUM VITAE

### Kunal Janardhan Gavhane

Contact: +91 7517417619

Email: kunalgavhane12@gmail.com

**Address: -**

**House No. 833, Sant Nagar, Near TTN  
College, Khadki, Akola- 444001.**

## CAREER OBJECTIVE

To work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization and myself.

## WORK EXPERIENCE

1. **As a Tech Support and office Assistant in GB SERVICE DESK Akola. From Feb. 2022 to till date.**

### JOB RESPONSIBILITIES

- Provide technical support for hardware software providing exceptional customer service in response to incoming service requests
- Troubleshoot problems with PCs, servers, software, communications devices
- Troubleshoot PC Thin & Thick Client desktop systems, software and peripherals, Briefing Display devices, Video Teleconference devices
- Provide end user desktop and networking support with other technicians via phone, email in person
- Maintain desktops, laptops, PDAs, printers, peripherals software
- Respond to calls and email requests for technical, desktop server support by working troubles tickets as directed
- Maintain printer queues; evaluate the overall printing process
- Control inventory including maintaining PC/printer/hardware stock updating database accordingly
- Serve as the ticket owner for assigned service requests provide timely status updates on the progress of ongoing requests.

2. **As an IT Engineer in GUJARAT AMBUJA EXPORTS LTD. CHALISGAON from Dec.2019 to Jan.2022.**

### JOB RESPONSIBILITIES

- Create the Material Master Data and Vendor Master Data.
- Worked with procure to pay (p2p)
- Supported the MM team in verifying and maintaining the Procurement Process.
- Define new purchase order document types and configured version management for purchase orders and purchase requisitions.
- Experience configuring Material Management process/objects: requisitions, release strategies, material purchase order, service purchase order, outline agreements, source list, service entry sheet, material master, vendor, MRP, good receipt, good issues, physical inventories.
- Production entry in SAP (ECC 6.0)
- Create BOM, GRN, Upload multiple GRN, MIGO, MIRO.
- Create Reservation, Stock Transfer.

- Create Material and Material extend Plant to Plant.
- Create Physical Inventory document with respect to storage locations.
- Maintenance and Support for Hardware and Software infrastructure i.e. Servers, storage, desktop, printers, networking.
- Provide IT support services, troubleshooting and system operation.
- Operating system installation and troubleshooting. (windos7/8/10)
- Installed networking racks and organized/documented for better maintenance and troubleshooting
- Server 2008/2016 basic knowledge installation and troubleshooting.
- Crimping & punching for network.
- CCTV camera installation and maintenance.
- Provide and maintain WAN, LAN and Wi-Fi connectivity within Units.
- All type of Printer repair and refilling.

### **3. As a Production Engineer in Sansui Electronic Pvt. Ltd. Pune. From June 2017 to Aug. 2018.**

#### **JOB RESPONSIBILITIES**

- As an Electronics engineer, maintenance and monitoring of various projects.
- Testing of PCBs, Connectors, Power Supplies and Signal Conditioners
- Fault finding in PCB and machine.
- Manufacturing weighbridges indicator and match load cell.
- Calibration of all equipment as per requirement and manufacturing all weighing scale system.
- Installed, rebuilt, calibrated, and repaired mechanical, analog, and digital scales. Have worked with a wide variety of scales from factory-built.

#### **SAP SKILLS**

- Expertise in SAP MM configuration, covering the complete range of all basic functionality like organization enterprise structure, material type procurement order processing, pricing procedure & inventory management.
- Knowledge of Configuration for organization structure of material management like creation of company code, plant, and storage location and purchase organization also Creation of controlling area, assigning to company code and activation of control indicator.
- Knowledge of Configuration for material type, their number range, field selection, material group, purchasing group etc. as well as Configuration of vendor master data like vendor account group, number ranges and field selection, payment term, bank key, partner function and Creation and configuration of material master, vendor master, info record, source list.
- Different types of PO creation of purchase order, configuration of PO, document types, Number ranges.
- Knowledge of Procurement cycle containing PR, RFQ, maintains RFQ, PO, MIGO, and MIRO.
- Creation of different procurement process like Account consumable PO, Subcontracting PO, Consignment PO. Creation and configuration of service master data. Creation of service purchase order process.
- Configuration of Purchasing Info Record, Purchase Requisition, Purchase Order, Scheduling Agreement, Contract involving definition of Document Types, Number Ranges, Field selection.
- Knowledge of creation and release procedure for PO, PR with classification.
- Expertise in Inventory Management covering Goods Receipt, transfer posting, stock transfer, Goods issue, initial stock upload, physical inventory, and Stock overview.

- Configuring Pricing procedure including pricing schema and condition tables for purchase order.
- Configuration of Automatic account determination(OBYC) including valuation class, account category reference (FI-MM Integration)
- Knowledge of LSMW (mass uplodation).
- Reports for master data, purchasing documents, material document, invoice documents.
- Tables (SE16N) for organization structure, vendor master, material master, Purchase order, MIGO, MIRO.

## ACADEMIC QUALIFICATION

- Technically qualified as B.E graduate in Electronics and Telecommunication field from Amravati University with 61.28% in 2019.
- Diploma in Polytechnic (EXTC) from MSBTE MUMBAI with 64.34% in 2013
- Passed HSC (Intermediate) with 45.67% in 2011.
- Passed SSC (High School) with 72.61% in 2009.

## TECHNICAL SKILLS

- Knowledge of HTML and CSS.
- Knowledge of Hardware & Networking.
- Technical Knowledge of various machines like Printer, Scanner, Laptop etc.
- Knowledge of Photoshop, Operating Systems, MS-office, Software Installation.
- MS-CIT

## CERTIFICATIONS

- SAP MM (Material Management)  
**QuickXpert Infotech Issued Jun 2022.**

## PERSONAL PROFILE

**Name** : Kunal Janardhan Gavhane  
**Father Name** : Janardhan Satwaji Gavhane  
**Date of Birth** : 12 Nov. 1993  
**Marital Status** : Unmarried  
**Language** : English, Marathi, Hindi.

## DECLARATION:

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I hereby declare that the information given above is true to the best of my knowledge & belief.

Date:

Place: Akola

**Kunal Gavhane**