

CURRICULUM VITAE

Mr. Manik Kashinath Waghmare

A/p: Sanaswadi,
Near Koregaon Bhima,
Pune-Nagar Road, Pune.

Mob: 9561481500

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Personal Information:

- Date of Birth 15th Jun 1985
- Father's Name Mr. Kashinath Waghmare
- Hobbies Listening music, Playing Cricket.
- Gender Male
- Marital Status Married
- Languages Known English, Hindi, Marathi.
- Nationality Indian

Career Objective:

Aim to Associate with a Progressive Organization That Gives Me Scope to Update My Knowledge & Skill in according with the latest trend & be part Of Team That dynamically works towards growth of organization & gives satisfaction.

Education:

Exam	University/ Board	Marks	Year of Passing	Class
B.A.	Nanded	47%	2014	Appear
H.S.C	Latur	70%	2003	Second class
S.S.C	Latur	50%	2001	Second class

Skills :

- ✓ SAP Business One (SAP)
- ✓ IDEAL ERP System
- ✓ Ic Soft ERP System

✓

Operating System:

- ✓ Windows 97, 98, 2000
- ✓ Windows XP, Vista.
- ✓ MS-CIT

Work Experience:

Currently working as **Account Executive** in **Smart Card It Solutions Ltd** Sanaswadi, Pune
Since **Feb 2017** to **Till Date**.

❖ Type Of Employment :- Permanent

❖ Company profile :-

- ISO 27001:2013 CERTIFIED
- Manufacture of Banking ATM Cards, Gov. ID, GSM Sim Cards & Other Smart Cards.

Job Profile:

- Preparing invoice for number of 660 Banks/Variants.
- Doing reconciliation for 660 Bank Variant.
- Average 60-80 file dispatched in a day for which preparing invoice with E-Way Bill.
- follow-up with KAM for PO and reconciliation (if required)
- Sending various reports to management on daily basis.
- Preparing Export invoice , Commercial Invoice & Packing List.
- Replying to customer queries on phone and mails.
- Follow-up with production for the priority's invoices.
- Customer PO punching in ERP system.
- Handling Audit queries.
- Supporting other team members to complete the work on time.
- Preparing GSTR1 Report.

Work Experience:

working as **Store Officer** in **Chromewell Engineering Ltd** Sanaswadi, Pune
Since **Dec2010** to **Jan 2017**.

❖ Type Of Employment :- Permanent

❖ Company profile :-

- ISO TS 16949:2002 CERTIFIED
- Manufacture of press parts, sheet metal parts, sub assemblies & Exhaust system.

Job Profile:

- On receipt of materials check the validity of supply details i.e. PO, sub contractor name etc.
- Verify with purchase department in case of there is deviation on PO & take their approval before unloading.
- Ensure the proper Excise document i.e. Original copy and duplicate for transport copy is available with material.
- Put appropriate tag on receipt of the material like awaiting for inspection etc.
- Preparation of Good Receipt note in ERP.
- After inspection found ok move the materials to storage location & if rejected move material to separate rejection area.
- Send back rejected material to suppliers along with proper dispatch document consultation with excise Department.
- Issue of material to production/development /concerned department against issue slip signed by production supervisor & above.
- Maintain minimum and maximum stock level of each running items in Raw material & consumable as per the direction given separately and inform to concerned buyer / HOD.
- Making Returnable challan and 4(5) a challan.
- Maintaining Job work Transaction and Reconciliation of material.
- Material issuing through the FIFO systems.
- Maintain 5`S on work place
- Manpower handling more than 20 helper.
- Prepare Monthly Inventory statement and provision for Job work statement submitted to HOD.
- Making sale invoice & packing list.

Authorities

- ❖ Issue of material against requisition.
- ❖ Consumable Items Issue through requisition cum replacement basis.

Company Name – **Aloke industries pvt. Ltd.**

Designation - **Belmarker trainee**

Duration - From March 2007 –December 2007

❖ **Type Of Employment:** - **company employ.**

Job Profile:

- Prepare Delivery challan, packing list etc.

Salary:-

Present Salary :- 22000 CTC

Expected Salary: - **27000 CTC**

Declaration:

I declare that the information given above is true to the best of my knowledge. I am aware that any false or incorrect information given by me may result in termination of my services with the company.

Date**Place: Pune****{Manik Waghmare}**