

# **AVINASH BHAGWAN SATKAR**

Mobile No: 9834688258/9021525334

Email Id: avinash.satkar10@gmail.com

---

Bachelor of Commerce's A Complete Professional With over 9 years of Experience in Material Management. Supply Chain Management. currently working with Thyssenkrupp Elevator

## **Career Objective:**

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.

## **Job Profile:**

- Comfortable depts. (Store / Warehouse & Logistic) etc. material management standards with inward and outward
- Independently handling Day to Day, Operations of the Store & Any types of Documentations.
- Well versed written & verbal communication
- Superior administration and store
- Strong Customer service focus
- Responsible for store and inventory management
- Material Receipt and Issue.
- Responsible for physical stock checks on a regularly basis to see that the stocks are in order
- Plan-stocking & de-stocking planning
- Scrap status
- Conducting All Stores Audits like ISO, OHSAS.

## **KEY RESPONSIBILITY:**

### **Inward Process:**

- Coordination with Production & dispatch department and get the requisition slip for issue of raw material on daily basis and delivered in time with accuracy using FIFO method
- Check the Inward Raw Material as per Challan with Physical Quantity
- Cross check Physical stock and system stock
- Preparing the GRN & documentation as per requirement
- Sticking in Import Material & arrange in Various Rack
- Handling of Raw Material in store and warehouse
- Stock transfer to production department
- Critical materials monitoring on daily basis
- Maintain stock report, stock analysis, and non-moving items
- Maintain stock register item wise
- Maintain minimum stock level of raw material to ensure no shortage as per planning
- Maintain the store in line with safety requirement and periodical maintenance Ensure Monthly Physical Stock Checking of all the items

### **Outward Process:**

- Receive Sales order from Sales Department & Packing Materials for Dispatch as per party's order
- Check delivery order in SAP System
- Prepare Daily Schedule of Company's vehicle for dispatch material in various transport & Travels
- Arrange vehicle as per requirement and physically audit vehicle condition
- Generate Invoice and load vehicle
- Physically checking the loading material inside of vehicle.
- After dispatch material tracking delivery and vehicle status
- Collect proof of delivery (POD)

## **Monthly Reporting**

- Download monthly inward and outward Report form SAP System (MB52)
- Fill proof of delivery numbers in MIS Report
- Highlight monthly business in MIS Report
- Generate Transporter Monthly Payment Report with attached transporter copy
- Generate Total warehouse and store monthly expenses report
- Generate labor payment report

## **Work Experience:**

### **Organisations:**

- **Thyssenkrupp Elevator India Pvt. Ltd Pune.**  
(June 2017 -Till Date) Job Profile- Store Supervisor.
- **Kimberly Clark Pvt. Ltd Pune**  
(May 2015 -June 2017) Job Profile- Executive Warehouse.
- **TVS logistics Services Pvt. Ltd**  
(Nov 2011 -April 2015) Job Profile- Executive Store.
- **Bajaj Auto Ltd.**  
(Mar 2008 -Oct 2011) Job Profile- Store Keeper.

## **Academic Profile:**

- B. Com passed from Pune University in the year of 2009
- 12th passed from Maharashtra Board in the year of 2006
- 10th passed from Maharashtra Board in the year of 2004

## **Computer Knowledge:**

- System : SAP,ERP
- Application Software : MS Office (Word/Excel/Power Point)

## **Personal Details:**

- **Date of Birth** : 03 Feb 1988
- **Gender** : Male
- **Marital Status** : Married
- **Permanent Address** : 20/12 Sheetal Baug Complex Bhosari Pune-411039
- **Languages known** : Marathi, Hindi and English.
- **Nationality** : Indian.

**Date:**

**Place:**

