

CURRICULAM VITAE

RAVINDRA NANA SHINDE

Current Address for correspondence...

At/Post: Pirangut, Lawale Phata, Balajinagar,

Tal: Mulshi, Dist Pune 411042

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Objective:

To perform duties with utmost sincerity to the best of my abilities at the same time. Exploiting all the learning opportunities to their fullest potential.

Educational Details:

T.Y.B.Com (B.V.D.U. Pune)	Higher 2 nd Class	In June 1999
H.S.C. (Pune University)	49.00%	In Feb 1996
S.S.C.(Pune Board)	48.00%	In March 1994

Extra Activity:

1.Certificate course from MITCON CONSULTANCY (Pune)
As a Store Management.

2.M.S.Office (B.S Computers Pune)

Working Experience:

- 1 Currently working with **Advanced Composite Engineering Solutions (Fiberglass)** (Pirangut)
From May 2016 to till date.
- 2 **S.M.ENTERPRISES** (Pirangut Pune) Store-Purchase-Billing-Dispatch-Account Co-Ordinator-
Cum Office executive From September 2012 To April 2016.
- 3 **Precise Technofab (I) Pvt Ltd** (Pirangut Pune) as a STORE KEEPER + Purchase Co-Ordinator +
Outsourcing From June 2011 To August 2012.

Current Responsibilities Advanced Composite Engineering Solutions .

1. Commercial Invoice
 2. Dispatch – Billing-Delivery Challan-Transportation
 3. Supervision – Shop floor supervision
 4. Purchase – Raw Material (Credit) & consumable,C class items (Cash Local Purchase)
 5. Labour Salary
 6. Ret-Non-Ret 4(5)a Challan
 7. Maintain Inward & Outward of goods.
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Rolls & Responsibilities. At S.M. Enterprises (from Sept.2012 to 31 July 2015)

1. Making quotation for repairing & new parts or die & conform to releavent parties.
2. Structure of production for preparing of dies & tools to be made from production & as per drawing
3. Final & approved quotation sheet to be send to parties.
4. After confirm Purchase Order Raw Material List send to supplier & taking follow-up for raw material.
5. Taking follow up from sub-contractor i.e. Roughening-H&T-grinding-milling.
6. To arrange Vehicles for transportation.
7. Generating of Tax Invoice for completed job & taking follow up for payment.
8. Stock handle of Spare parts of die
9. P.O.generate for Raw Material consumable material by mail or telephone.
10. Deliver completed job against P.O.by hand/by courier.
11. Stock Maintain / Handling. Data Entry in excel & Manually
Material Counting Carefully & Sincerely Work In Store for trading items & spare of dies

Responsibilities: At Precise Technofab India Pvt Ltd

- Receipts of all material, custody, safekeeping & storage of the same.
- Material issues & supplies under authorized requisitions to production & all other departments
- Controlling material manufactured for stores to be used in further production.
- Making Store layout with maximum material in minimum space.
- Mainatain all store related documents.
- Making GRN for inward material.
- Maintain job-work 4(5)(a) registers.
- Arrangement of Vehicles for Transport & Dispatch.

Personal Details:

Date Of Birth : 10th Dec 1977
Marrital Status : Married
Gender : Male
Language Known : English, Marathi & Hindi
Contact No : 9922870179/9822152939
E-Mail : shinderavindra1977@gmail.com
Permanent Address : At/Post - Shrigonda, Village - Ruigavhan
Tal : Karjat, Dist : Ahmednagar.(Mah.)

Personal Strengths:

Positive minded hard work sincere & good human being with moral characters.

Place : Pune

Date : 06.03.2018

Yours Faithfully,
(Ravindra N. Shinde)