**RESUME**

**Mahesh M. Patil**

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**Career Objective:-**  
To Seeking the career and take it ahead at higher position with my continuous learning behavior and positive attitude for the more growth of the organization.

**Profile Summary:-**

* During 3.2 years of my professional career I have extensively worked towards Purchase Management, Store Management, & Logistics Management.
* Planning Effective manpower deployment & works scheduling of qualified workforce; addressing training needs of staff to enhance skills and productivity.

**Professional Experience:-**

**Star Engineers (I) Pvt. Ltd. Talawade. As a Dispatch Supervisor from, 11th June 2018 to present**

**Nature Of work :-**

* Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.
* Coordination with Factories and CHA, Freight Forwarders and Transporters for the customs clearances, documentation and also smooth dispatch of materials.
* Plan, coordinate & monitor the receipt, order & dispatch of goods.
* Keep stock control system up to date & make sure Inventories are accurate.
* Inventory Management - To ensure regular availability of inventory in the store/Warehouse.
* Follow-up with production dpt of material readiness
* To prepare daily dispatch plan against monthly schedule.
* To maintain quality & packing standard of material.
* Ensure that all documentation meets export regulations (By Air, By Sea)
* Arrange Domestic dispatch by (Air, Train, and Road) also Follow up by Courier, Transport about delivered order. Also ensure Domestic Documentation (Road-Permit, E-Way bill).
* Prepares, carries outs and checks on the follow-up of export operations Internal decision making procedures.
* Maintain 5’S all area keeps clean as per SOP’S.

**Sakar Udyog, Bhosari. As a Dispatch Executive from, 3rd August 2017 to 30th May 2018.**

**Nature Of work :-**

* Confirmation of the Deliveries against Purchase order in ERP.
* Deliveries against Material Pick and Packing .
* PGI (Post Goods Issue) of the specific Deliveries.
* Preparing of Invoice for the Post Goods Deliveries
* Follow-up urgent dispatch material for customer.
* Maintain Service Level 100 %.
* Verification of the cases Dispatched VS Invoiced as per loading sheet
* Co-ordination with transporters &Vendors.

**Cache Technologies Pvt. Ltd. Kolhapur. As a Store & Logistic Co-ordinator, from 2nd Nov. 2015 to 7th June 2017.**

**Nature Of work:-**

* Responsibilities of Material Inward & Outward.
* Preparation of GRN against Purchase Order.
* Maintained FIFO-LIFO system in warehouse.
* Follow-up urgent dispatch material for customer.
* Verification of the cases Dispatched VS Invoiced as per loading sheet.
* Reporting to HOD MIS Report, Sales Summary Report, Inventory Report & Other Report.

**IT Skills:-**

* ERP, Tally, MS Excel,

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **University / Board** | **Year of Completion** | **% of Marks** |
| B.Sc. (Chemistry) | YashwantraoChavanWaranaMahavidyalay, Warananagar. | Shivaji University, Kolhapur | April – 2014 | 73.33 |
| H.S.C. | Parashar Jr. College,Pargaon. | Kolhapur Board | Feb – 2009 | 67.50 |
| S.S.C. | New English School, Male. | Kolhapur Board | March- 2005 | 67.60 |

**Personal Details:-**

Name : Mahesh Maruti Patil

Date of Birth : 25/12/1989

Gender : Male

Marital Status : Unmarried.

Known Languages : English, Marathi & Hindi

Nationality : Indian

**Declaration:**

I hereby declared that the above information is true and correct to the best of my knowledge.

Place: ……………….

Date: ……………….

**MAHESH PATIL**