

Tetgure Pradeep Kashiram

Flt. No 305, Jaimalhar Appt,Sant Gajanan Maharaj Nagar ,Dighi –Pune 411015

Post Applied: Commercial Executive, Sales- Marketing Back office/ Customer Support function. / Accounts

Career Objectives

I would like to work for a company where work is a challenge a passion & an opportunity to learn and in turn be a contributing factor in the growth of organization.

Educational Qualification

Completed Bachelor of Commerce (B.COM) in July 2002 from Mumbai Universities Collage of Tikambhai Mehta Commerce collage Mangaon – Raigad.

Additional Qualifications

- MS Office, MS-CIT & Tally, Internet.

Strengths:

- Quality is my attitude and speed is my passion.
- A positive and friendly attitude towards work.
- Self-motivated.
- Hard work
- Honesty
- Confident
- Positive Thinking

Work Experience (Total 14.2 Years)

2 Apr 2018 To Till

Currently Working in **Duncan Engineering Ltd** an OCCL Group Of company is one of pioneers in the field of pneumatics & Leading manufacturer Of a wide range of pneumatic cylinders, directional control Valves, FRLs & Accessories. As a Sales & marketing Back Office Operations in a ERP System.

Responsibilities:

- Submit Quotation as per Received Enquiry after Discussion with Respective Team members & Gm.
- Submit Online tenders Bid on Customers Site as per Quotation.
- Online Customer Registration on Customer Site with all required Documents.
- Booked all types of Orders as per Details Received in System.
- Submit Quotation As per enquiries with delivery Period & Payment terms.
- Issue Proforma Invoice as per Order to Customer & collect Payments / PDC as per the same then dispatch material to Respective Party.
- Communicate Daily with Sales Person Wrt Pending order, Payment Collection, Enquiries, Quotations, C forms & required other s Report etc.
- Daily Flash Reports of Orders Booking & Sales to Sales Person & Gm & Directors.
- Maintain all Types of Mis like Monthly Target compliance Reports, Turn over Discount. Order booking details etc.

01 DEC -2016 – 31 MAR 2018 (1.4 Years)

**Planet Hardware Distributors of Quba architectural & Hardware Fitting for Pune
– Ah- Nagar & Kolhapur District) as a Accounts & Commercial Executive.**

Responsibilities

- Handle order & Inquires about Quba Hardware Fitting (Locks, Hinges, Handle, Drawer channels, Glance Material Etc.)
- Handle Purchase, stock Inventory, Payment, Billing, dispatch & deliveries etc.
- Outstanding Payment Collection & deposition.
- Bank Reconciliation & Ledger Reconciliation.
- Handle Petty cash
- Collect Order from Visited dealer.
- Knowing Dealer market of Pune & Nagar districts.
- Handle Transportation
- GST Filing & submit to Consultant.

Aug 2004 – To 10 Oct 2016 (12.2 Years)

**Total 12.2 Years Working Experience In Leading Locks Manufacturing company
Welmade Locking System Pvt Ltd, Bhosari -Pune as a PPC Officer, Account Officer To Marketing
Back Office Team Leader in Erp Software & Tally 9 .**

Responsibilities

PPC Officer, Account & Marketing BackOffice & Customer Support Department.

- Preparation of Manufacturing Plan & Row Material scheduled Plan a per given target By GM & MD.
- As per Sales targets Track & Working daily sales Value figures & submit to MD & All Unit GM.
- Track & Working daily production & shortage Figures & Submit to All Unit Gm & MD.
- As Decided scheme & Changes of Taxes Generate Pricing structure Of Distributor & Branches in System.
- Create Purchase Order, Billing & Invoicing in system.
- New customer Registration in system.
- Co-ordination with all Branch Representative, CNF Executive, Distributors, dealers & Customers, Transporter & production shortage item with Respective unit person.
- Responsible for Keep maintain all India Branches Stock as per final standards.
- Allocate Available Stock as per market requirement & Refilling Basis to all Distributors & Branches.
- Daily Shortages mail to production department for complete customer order on time.
- Transfer Material Shortage Excess issue clearance before Month end inventory.
- Knowledge of making Online/Offline Road Permit of transportation.
- Finalize new Transport, set Rate, cost etc.
- Manage transportation as per area & cost transit time.

- Collect Transport bills with docket number.
- Check all bills as per finalize Rate, docket & calculation etc & pass the same.
- Update monthly transport wise cost Mis & bill payment passing entry in system.
- Monthly Sales Resister Figures Branch wise & tax wise) submit to MD.
- Branch Audit. (Physical Stock, billing invoice qty, rate & taxes, Collection of Payment & Outstanding etc.)
- Communicating with All team members about daily Working, performance & team review.
- Raised Special order & submit to production department & Take follow up & Maintain Mis for complete order in time.
- Maintain D3 Inward / outward data Mis.
- Keep Maintain Monthly/ Yearly Item wise Production, Sales & Dispatch Data with average summery.
- Rg1 (DSA) resister Updation.
- Collect Blank Cheques & Pdc as per ledger /Outstanding Payment & deposit in bank.
- Account receivable Payment Cheques deposition in bank & Update in system. Check clearing date in Bank statement.
- Bank statement & ledger reconciliation.
- C form, F form follows up as per details.
- Way bills generation.
- Keep maintain & Submit Financial document to Internal & external auditor as per requirement.
- Make New Branches Stock & Transit stock Insurance Policies.
- Check & Audit Third Party Commission & freight claim & pass the same with gm authority sign.
- Inward/ Outward material physical Qty, weight counting & store FIFO Basis.
- Make Inward – Outward Challan, bills, Credit note, Debit Note entries in Erp System.
- Keep store FG Stock as per standardization & Suitable Racks.
- Finish goods stock audit, taking inventory at month closing.
- Physical Inward / outward Stock Audit.(as per challan/bills) .
- With material Purchase Register Report Daily & Monthly submit to account Department with excise & Other Tax summery.
- Finalize & execute running changes of taxes & company policies, rules etc.
- Set & final controlled Document, Formats & Work instruction for all Tasks.

Projects Undertaken

- **All India Dead Stock Movement & Dead stock clearance Sales.**

Jan 2003 – Jul 2003(7 Months)

‘Dynamic Logistics Pvt Ltd ’ Dighi as a Contract Supervisor .

Responsibilities

- Supervise & Handle Manpower as per required job order & Target.

- Taking care of work complete as per daily target compliance.
- Keep updated daily Attendance report.
- As per Decide Job Unit Rate making job working payment sheet.
- Daily Calculate Worker payment sheet & Job working payment Calculation for Profit /loss.
- Housekeeping & Maintenance
- Worker Payment calculation & payment distribution.
- Handing petty cash for worker advance & canteen expenses.

Extra curricular Activities

- Active team member in NSS (National service scheme) in T.M.C commerce collage.
- Attend NSS state level camp () in 2001-2002
- Active Member in collage Cricket Team.

Personal Details

Permanent Address : **Flt No: 305, Jai Malhar Apartment ,
Gajanan Maharaj Nagar, Dighi Pune 411015**

Date of Birth : **03-June-1982**

Languages known : **Marathi, Hindi, English**

I, hereby, declare that all information given above is the best of my knowledge, belief, true and correct.

Place:

Date:

Mr. Pradeep Kashiram Tetgure
