**Lalit Sawale**

**MOBILE NO - 08602293008  
Email ID:-lalitsawale007@gmail.com**

**Career Objective**

**Seeking a developing and challenging position in a reputed company. To grow with a leading organization that utilizes my abilities to the fullest extent possible, helping me realize and develop my potential and be a part of a team that scales great heights through the continuous learning process and utmost dedication. To pursue a growth-oriented career preferably in Pharmacist in a pharmaceutical company that offers responsibilities as well as job satisfaction so that I can make a substantial and positive impact towards the success of the company. I am looking for a position in a challenging environment that strives for organizational and personal development.**

**Professional Skills**

* **Knowledge of the safety and legal procedures for handling and receiving goods.**
* **Solid ability to be results-oriented that makes a difference, taking initiative to make things happen, accepts accountability and has a “can do” attitude.**
* **Solid ability to exercise good judgment and discretion in selecting methods and techniques for obtaining solutions.**
* **Solid ability to read and speak English proficiently.**
* **Solid ability to work in a team environment along with the ability to work independently with minimal supervision.**
* **Solid knowledge of warehouse and operations management.**
* **Supervise daily activities of the warehouse that includes shipping, receiving, and delivery of materials.**

**Computer Skills**

* **Solid knowledge of Microsoft Office.**
* **Knowledge of Tally 9.0 ERP &amp; ERP Software.**
* **Knowledge of the Internet.**
* **Knowledge of VAT, GST.**
* **Knowledge in computer-related operations.**
* **Internet Operations &amp; E-mail handling.**
* **Ability to write report and proposals.**
* **Attentive to details, accurate and a keen observer.**
* **Good community mobilization skills.**
* **Proficient in computer applications.**
* **Possess good communication skills both spoken and written.**
  + **Operating Systems: Windows XP, Windows 7-MS Office.**

**Strengths**

* **A highly motivated individual who is always willing to put that extra bit of effort into any assignment.**
* **Ability to concentrate for a long period of time, willingness to confront difficult problems and the will to perform under pressure.**

**Work Experience**

* **Worked with Oswal Computers & Consultants Pvt Ltd, Indore as a Computer Operator from July 2014 to September 2015.**
* **T(Responsibilities and Duties)**
* **Oversee maintenance and operation of computer hardware systems.**
* **Set controls on computers and peripheral devices.**
* **Run computer tasks.**
* **Maintain logbooks or records for job runs.**
* **Monitor systems remotely.**
* **Load files onto storage media.**
* **Ensure network and servers are functioning properly.**
* **Connect computer peripherals for users.**
* **Help new employees get their computer running.**
* **Worked with Satayu Natura Bioherbs Pvt Ltd. as an Account Executive from January 2016 to October 2017.**
* **(Responsibilities and Duties)**
* **Suppy Ayurvedic Medicine.**
* **Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.**
* **Worked with Aadhar Sevabhavi Sanstha, Shahada as a Tally Clerk.**
* **(Responsibilities and Duties)**
* **Maintain all Accounting voucher entry.**
* **Maintain Internal and Accounts Book.**
* **Receiving reports and taking action under our Confidential Reporting Code.**
* **Maintaining, reviewing and monitoring the Constitution.**
* **Supporting the Accounts and Governance Committee.**
* **Providing advice and training to District, Town and Parish Members in relation to the operation of the Code of Conduct.**
* **Making arrangements for relevant matters to be considered by the Accounts and Governance Committee with regard to an initial assessment, any review, and the consideration of final investigation reports and hearings, and to advise the Accounts and Governance Committee on such matters.**

**Projects**

**Project Name - Corporate Social Responsibility.**

**Project under - Dhanvantari Group Madhya Pradesh (Acharya Dhanvantari Sekshanik Samajik Utthan Samiti)**

**Work under - Aadhar Sevabhavi Sanstha, Shahada (Monitoring Agency Under Dhanvantari Group Madhya Pradesh)**

* **Performs general clerical duties including but not limited to organizing and maintaining show specific documentation and record-keeping (both physical and electronic), as well as financial reporting related to payroll and/or internal and external recharge billings for Audience Services and Production Service.**

**Employee**

**Worked with Mylan Laboratories Limited, Sinner (Nashik) as an Employment Promotion Programme.**

* **Job Responsibilities :-**
* **The Incumbent is the member of the planning and Warehouse team responsible for Stores, Materials Planning, inventory management Logistics and distribution functions in compliant with applicable Corporate policies, Plant SOPs, cGMP, Inventory norms, Distribution Purchase and Planning Procedures.**
* **To supervise the daily dispensing of raw & packing material to production dept.**
* **To supervise the scrap disposal process and to prepare required documentation thereof.**
* **To execute monthly and daily dispatch /Production/Material plan.**
* **To supervise proper receipt, loading and unloading, storage, issue, labelling, dispensing of RM/PM as per the applicable procedures.**
* **To prepare for any Corporate, Quality, Regulatory, Internal Audit,, Finance. EHS audits / assessments/inspections and attend to the auditors, and assist in compliance of audit points thereof.**
* **To coordinate with QA& Technical services dept for release of material/batches and sampling.**
* **To coordinate with Production dept for receipt of Material for dispatch.**

**Key Responsibilities of Warehouse Material Handler**

* **Knowledge of handling warehouse material logistic related tasks and safety practices.**
* **Adept at operating machinery used in the shipment and receipt of materials.**
* **Acquainted with transport and shipping principles as it applies to warehouse materials.**
* **Verified orders arranging delivery of warehouse materials to loading platform.**
* **Processed all transportation related documents.**
* **Checked goods for verification and travel order organization.**
* **Completed all personal property outbound transport documents.**

**As EPP with 9 Months of experience in Mylan Laboratories Limited, Sinner in RM Warehouse Department. Avid on-the-job learner excited to apply acquired knowledge while advancing skill-set for the benefit of assisting with the growth of Forsyth Manufacturing.**

**Personal Qualities**

* **Ability to work under severe pressure & to get along with everyone.**
* **Excellent communication skills.**

**Academic Record**

* **Graduate (B.Com) completed under Janardan Rai Nagar Rajasthan University.**
* **Klic Certificate in Financial Accounting with Tally ERP 9 2018 from MKCL.**
* **Diploma in Office Automation from MCED, Maharashtra.**
* **Secondary Exam, from Board of Secondary Education, Madhya Pradesh.**
* **Higher Secondary Exam, from Board of Secondary Education, Madhya Pradesh.**

**Interests and Hobbies**

* **Sport – Walking, Exercise, Running, Tennis, Bicycling, Team Sports etc.**
* **Music – Listening.**
* **Reading Knowledgeable Books, and Writing.**

**Personal Details**

* **Name: Lalit Sawale**
* **Father's Name: Mr.Rajendra Sawale**
* **Mother's Name: Mrs.Sunita Sawale**
* **Date of Birth: 20 March 1991**
* **Hobbies: Reading Knowledgeable books, Cooking, Listening to Music, Watching Movies.**
* **Languages known: English, Hindi, Marathi.(Can Read, Write and Speak)**
* **Address: Shantivan Nagar, Shirudd Road, Shahada, (Maharashtra)**

**DECLARATION**

**I hereby declare that the information given above is true to the best of my knowledge and I understand that if any of the above information is found to be incorrect it may lead to my disqualification from the interview.**

**Place -**

**Date - Lalit Sawale**