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| CURRICULAM VITAE GANESH BHIMRAO SONAWANE  Phone: +919833404298/8828475905  Email-ganesh7889@gmail.com    Date of Birth 11.12.1984  Permanent Address for Communication:  Padmanagar, Sonarpada,  Near Shankar Temple,  Bhiwandi Dist-thane  Current Address for Communication:  Ambernath-Badlapur pipeline road Nr Reliance tower,Shantaram Thombare Niwas At-Khonigaon  Tal Kalyan Dist Thane. | Objective To obtain a challenging position in your esteemed organization helping me to acquire new skills and abilities so that I’ll be able to perform well in the organization. Work Experience Working in the capacity of Warehouse, Excise, Bill Passing & Insurance Claim for damaged & breakages good.Activity: - Responsible for receiving, storage and issuing of material to Assembly LineStore- Officer at (Nilkamal Mattrezzz Ltd) From July 2019 to Still.  * Checking material inward and outward. Loading, unloading and counting of materials at plant. * Record keeping and documentation of the material inward and outward. * Periodic reporting of stock inventory. * Daily material consumption entries. * Prepare and update stock sheet. * Periodical stock checking. * Issue material, supplies, tools, parts & equipment to production department as per the written requisition. * Maintain minimum stock level. * Good co-ordination for proper work flow between various departments. * Making local purchases for repairs if required.  WH -Manager(Logistics & Supply chain Operations) at (Anasuya décor P Ltd)From Oct 2018 to June 2019.Handling Total warehouse operation ( Material Inward to outward)Warehouse area 10,000 sq feetInward: -Monitoring near about 50 lines ( sku’s ) receipt on daily basisAchieving more than 98% target from Vehicle Gate entry to GRN & put away Within 24 HrsPublishing inward performance on daily basis. Monitoring & follow up GRR pending & discrepancy report with concern buyer on daily basis.Monitoring vendor Invoices send to account for payment on daily basis.Packing: -¬•  Monitoring daily near about 15-20 lines including Domestic & export packing  •   Achieving 98% performance from line issue to invoicing within 24 Hrs .with •  minimum complains from customer or dealer. •   Monitoring hourly picking & packing lines . •  Publishing daily pending line report.Dispatch:-¬Monitoring near about 10-20 invoices for dispatch on daily basis including all domestic & Export dispatches.Achieving 99% performance from invoicing to dispatch within 24 Hrs.Publishing pending invoice report on daily basis.Publishing missing invoice report.Publishing Dispatch performance on daily basis.    Inventory: - • Handling total warehouse Inventory. • There are Near about 900 live skus in stock & inventory value is Approx. 5 Cr. • Monitoring daily cycle count of stock as per decided schedule, daily reconciliation of variance items & clear total variance within 24 Hrs. •  Publish Cycle count Reports on daily & Stock accuracy report on monthly basis. • Counting ‘’ A ‘’ Class part on every month. • Maintaining stock accuracy more than 98 % (System stock Vs Physically stock) .    Location Management: - • Maintaining location accuracy as System locations VS Physical availability of part in that location. •Take all location from system with item number at every 1st of month & start audit of each location with physically availability of part. • Achieving location accuracy more than 95 % . •Publishing report monthly basis.Customer return / Claim: - • Monitoring customer returns which is received from customer or dealer against some reasons . • Inspection done by product specialist. • Take action on receipt material as per advise by product specialist .      Warehouse other Responsibilities: -    •   Handling petty cash, WH expanses, freight to pay & other related petty cash.  •   Administrator work (Repairing & maintenance). •   H R work. (New Recruitment, daily attendance etc.)   •   Monthly MIS Reports. •   Weekly ‘’ 5 S‘’ report. •    Monthly cost saving report. •    Monthly attendance report. •    Daily Client reports. Responsible for receiving, storage and issuing of material to Assembly Line. Executive -DC (Logistics & Supply chain Operations) at (NILKAMAL LTD)From Oct 2015 to Oct 2018. Responsibility:   * Handling Inward of @Home, Nilkamal Plastics & Nilkamal Home Ideas division for Local and Import consignment.  Coordinating with vendor for incoming consignment.Arranging additional space as per the incoming consignment requirement.Ensure proper unloading of the material. Preparing MDR for damage goods.Ensure that merchandises received are in accordance with purchase order specifications.Preparing GRN & doing bin posting in SAP.Perform inventory control to ensure optimal inventory levels.Handling manpower & allocating them as per the requirement.Oversee merchandise returns to vendors.Providing MIS report to Management monthly basis for Local and Imported consignmentOperating high racking (12mtr) warehouse for furniture, accessories & soft furnishing material.Having material handling equipment for inward & outward.Operating Barcoding system for all SKU.Inventory is managed with HU system.All Hu’s has been identifying separately in system with their respective bin locations.Inward & outward is executing through online scanning system (Via Wi-Fi systemCo-ordination with merchandiser team for short/excess material received.Proper documentation & filing of vendor invoice & stock transfer invoice.Sending original invoices to H.O.for accounting purpose.Provide training to workers & loaders. [Product knowledge & handling ensure the standards are practiced post training.]Executive - Operations (Logistics and ICD DEPOT Operations) at (SNOWMAN LOGISTICS LTD) From Mar 2014 To Oct 15. Responsibility:   * Handling (KWALITY WALL’S ICE CREAM) UNILEVER consignments. * Taking care of inbound- storage-outbound activity in warehouse. * Processing daily outbound transaction of 30-40 Invoice & STN 5-8. * Handling 700 SKU of Customer. * Distribution- All India Distribution. * SAP Data Entry. * MIS reports to Logistics Head, H.O, Warehouse manage & Customers. * Generating MIS Report as per customer requirements. * Preparing Stock report on Daily basis. * Cycle Count on Weekly-Monthly basis. * Daily making preplan of arrival & dispatch vehicles. * Making the ASN (Advance Shipment Note) of arrival shipments in SAP System. * Making the SO (Shipment Order) of Dispatch shipments in SAP system. * Order wise preparing the Invoice in SAP system of Dispatch shipments. * Arrival shipment taking inward in SAP system as per bill of entry. * Keeping report of excise invoices & sending to Head office on monthly basis. * Making quarterly CVD report & sending to Head office. * Taking monthly physical stock & reconcile system stock with physical stock. * Daily arrival & dispatch vehicle report making & given mail to w/h manager. * Dispatches arranging the Truck seen by the Load. * For Inward unloading the truck SKU with Batch. And receiving in system SAP with SKU, Batch and Expiry. Same as PO and non SKU item also. * Monitoring and follow up with dispatch trucks drivers in GPS tracking system & check the Data loggers reports about the temperatures maintaining .  Executive - Operations (Logistics and ICD DEPOT Operations) at(TOLL GLOBAL LOGISTICS) From June 2012 To Feb 2014. Responsibility:   * Handling (KWALITY WALL’S ICE CREAM) UNILEVER consignments. * Taking care of inbound- storage-outbound activity in warehouse. * Processing daily outbound transaction of 30-40 Invoice & STN 5-8. * Handling 700 SKU of Customer. * Distribution- All India Distribution. * SAP Data Entry. * MIS reports to Logistics Head, H.O, Warehouse manage & Customers. * Generating MIS Report as per customer requirements. * Preparing Stock report on Daily basis. * Cycle Count on Weekly-Monthly basis. * Daily making preplan of arrival & dispatch vehicles. * Making the ASN (Advance Shipment Note) of arrival shipments in SAP system. * Making the SO (Shipment Order) of Dispatch shipments in SAP system. * Order wise preparing the Invoice in SAP system of Dispatch shipments. * Arrival shipment taking inward in SAP system as per bill of entry. * Keeping report of excise invoices & sending to Head office on monthly basis. * Making quarterly CVD report & sending to Head office. * Taking monthly physical stock & reconcile system stock with physical stock. * Daily arrival & dispatch vehicle report making & given mail to w/h manager. * Dispatches arranging the Truck seen by the Load. * For Inward unloading the truck SKU with Batch. And receiving in system SAP with SKU, Batch and Expiry. Same as PO and non SKU item also.  Executive - Operations (Logistics and Warehouse Operations) at(TOLL GLOBAL LOGISTICS) From Feb 2011 To May 2012. Responsibility:   * Handling (HOME STOP LTD) consignments. * Taking care of inbound- storage-outbound activity in warehouse. * Processing daily outbound transaction of 50-60 Invoice & STN 5-8. * Handling 2500 SKU of Customer. * Distribution- All India Distribution. * JD, WMS Data Entry. * MIS reports to Logistics Head, H.O, Warehouse manage & Customers. * Generating MIS Report as per customer requirements. * Preparing Stock report on Daily basis. * Cycle Count on Weekly-Monthly basis. * Daily making preplan of arrival & dispatch vehicles. * Making the ASN (Advance Shipment Note) of arrival shipments in JD system. * Making the SO (Shipment Order) of Dispatch shipments in JD system. * Order wise preparing the Invoice in JD system of Dispatch shipments. * Arrival shipment taking inward in JD system as per bill of entry. * Keeping report of excise invoices & sending to Head office on monthly basis. * Making quarterly CVD report & sending to Head office. * Taking monthly physical stock & reconcile system stock with physical stock. * Daily arrival & dispatch vehicle report making & given mail to w/h manager. * Dispatches arranging the Truck seen by the Load. Reaming Load arrange to part load by the courier. * For Inward unloading the truck SKU with Batch. And receiving in system JD and WMS with SKU, Batch and Expiry. Same as PO and non SKU item also.  Jr. Executive - Operations (Logistics and Warehouse Operations) at(TRANSMART (P) LTD.) From JAN 2010 To JAN 2011. Responsibility:   * Handling (AMWAY INDIA LTD) consignments. * Taking care of inbound- storage-outbound activity in warehouse. * Processing daily outbound transaction of 70-80 Invoice & STN 5-8. * Handling 1500 SKU of Customer. * Distribution- All India Distribution. * AS 400, WMS Data Entry. * MIS reports to Logistics Head, H.O, Warehouse manage & Customers. * Generating MIS Report as per customer requirements. * Preparing Stock report on Daily basis. * Cycle Count on Weekly-Monthly basis. * Daily making preplan of arrival & dispatch vehicles. * Making the ASN (Advance Shipment Note) of arrival shipments in WMS system. * Making the SO (Shipment Order) of Dispatch shipments in WMS system. * Order wise preparing the Invoice in WMS system of Dispatch shipments. * Arrival shipment taking inward in WMS system as per bill of entry. * Keeping report of excise invoices & sending to Amway office on monthly basis. * Making quarterly CVD report & sending to Head office. * Taking monthly physical stock & reconcile system stock with physical stock. * Daily arrival & dispatch vehicle report making & given mail to w/h manager.   Jr.CSA (Customer service associate)At RELIANCE RETAIL LTD  From July 2008 To Dec 2009. Responsibility  * Taking care of store * In system working with SAP software * Good relation with (DSD vendors) * Handling back store * Maintaining Report, daily updating of file * Working with team spirit * Motivating the staff * Capability to work from SOD to EOD   ACADEMIC RECORD   |  |  |  |  | | --- | --- | --- | --- | | Exam.  Passed | Name of  School/ college | Board  university | Year of  Passing | | S.S.C | P.A.Jadhav Vidaylaya | Mumbai | 2000 | | H.S.C | P.A.Jadhav J.College | Mumbai | 2002 | | T.Y.B.A | B.N.N.College | Mumbai | 2008 |   Additional Qualification-  Diploma in Computer Application & Management  (MS Office, DTP, Tally)  Completed MS-CIT From Satyam Computers At (Kalyan)  **Ganesh Bhimrao Sonawane** | Q |