From

Shankar Shirodkar

HNO-189, Ward No-III

Near Agnelo Bar

Head Land Sada

Mormugao - Goa - 403 804

India

Mobile - 9923081103

To,

The Personnel Manager,

Subject: Application for Deputy Manager / Manager Post in Logistics and Purchase / Materials Management / Import & Export

Dear Sir

Through some reliable source I got the information that there exists a vacancy for above cited post in your organization, as such I want to apply for the same with due respect to you. Presently, I am working in Chemtrols Industries Ltd, Kundaim, as a Deputy Manager / Manager Purchase wherein I look after material planning & procurement of Engineering Items, Inventory control, Import & Exports documentation towards shpt clearance along with logistics planning of final systems. Previously, I worked in a Multinational Corporation – Betts India Private Ltd (now Albea), a UK based healthcare packaging company having its operations in 6 countries as an Officer Purchase for 3 & half years. My field of working is Material Purchase and Procurements from the approved suppliers and giving the schedules with eye on production and Inventory Management. I also look after freight rate negotiations with freight forwarders and transporters for movement of Inbound and Outbound shipments. For my further career growth I am seeking a job opportunity which will fit to my profile which will help me to further grow in the areas of my competency

My profile and work experience is as under which I personally believe is quite competent enough

Sir, if I am given a chance than I shall do my best for the growth of the company

Thanking you

Yours faithfully,

Shankar Rama Shirodkar

**BIO–DATA**  
**Name**Shankar Rama Shirodkar

**Passport Number**

M5327572

**Date Of Birth**07th August 1978  
  
**Age**42Years  
  
**Address**H.No-189, Near Agnelo Bar, Head Land Sada, Mormugao – Goa – 403 804 Tel: 2522660  
  
**Educational Qualification**Passed S.S.C with Second Class in 1994   
Passed H.S.S.C Commerce with Second Class in 1996  
Passed B. COM in 1999  
  
**Additional Qualification**Did 40 W.P.M English Type Writing  
Did Diploma in Computer Software Application (Word, Excel, Access, PowerPoint, Ex-NGN, Tally, etc.,)  
  
**Experience**  
**(I) Designation  
Accounts Assistant**  
  
**Company**Rajan Ramani & Co., Chartered Accountants, Vasco Da Gama – Goa  
  
**Period**09th August 1999 to 12th November 2000  
  
**Nature of Work**Accounting & Auditing of Ledgers, Cash / Bank Book and preparing Profit & Loss Account and Balance Sheet

**(II) Designation  
Export – Import Clearance In charge**   
  
**Company**Mohan Banavalikar, Custom House Agent, Mormugao Custom House, Harbour Goa   
  
**Period**15th November 2000 to 24th March 2003  
  
**Nature of Work**Preparing of Bill of Entry’s/Shipping Bills, Debiting of DEPB’s, Advance License, Special Import License, etc. Noting and Assessing the Bill of Entry’s/Shipping Bills from Appraising Officers, Auditing, Duty/Cess Payment, Examination and Clearing the consignments from Custom House Mormugao.

**(III) Designation  
Senior Logistics Assistant (Sales Invoicing & Exports)**  
  
**Company**Qualpro Diagnostics, a Tulip Group Company, Verna – Goa   
  
**Period**01st April 2003 To 16th April, 2005   
  
**Nature of Work –   
Imports:** - Collection of Invoice, Packing List, Master & House Airway Bill, Purchase Order, Freight & Insurance Copy from Purchase Department and Forwarding the same documents with annexure to Custom House Agent, Delhi for filling the Bill of Entry & clearing the goods.  
**Exports:** - Preparing the Invoice based on Shipment details & Proforma Invoice or Party orders, assessing the Freight & Insurance value and sending the documents to Custom House Agent, Mumbai for clearance  
**Documentation:** - Forwarding the Import & Export documents to Accounts Payable & Receivables department for the settlement of accounts  
**Logistics:** - Tracking the Import & Export Consignment with constant touch with the parties, shipping & forwarding Agents, Custom House Agents, & other nodal government agencies such as Customs & Central Excise for speedy clearance & delivery of shipments  
**National: -**  Local day to day Invoicing & dispatch through Jet airways based on the local orders of 12 (twelve) regions of (3) three different companies  
Computer Programme – Ex NGN   
  
  
**(IV) Designation  
Officer Purchase – M10**  
  
**Company**Albea - Betts India Pvt Ltd, Verna - Goa

Multinational Company  
  
**Period**18th April 2005 to 13th September 2008   
  
**Nature of Work –  
Purchase:** my everyday work profile is to go through the stocks of raw material, production schedule, depending upon the production schedule raising purchase orders and enabling procurements on the schedule, looking at the logistics from the different party’s and inventory management, Raising job requests as per the indents received from the different departments pertaining to engineering items & raw materials, Negotiations with suppliers for rates and finally raising PO’s  
**Stores:** Going through production plan issuing the indented material on shop floor, taking receipt of the incoming material and passing grn’s for the same, giving the documents to accounts and excise dept’s for further processing of bills and taking cenvat credit, taking weekly stocks and purchasing the raw & packing materials for the week depending upon the production plan, taking monthly stocks and valuation till date of material in stores and highlighting the inventory status to CFO & Operation head,

**Despatch:** Taking daily stock of Finished goods which has come from production in stores during the all 3 shifts, dispatching the material after going through requirement of Key accounts manager sales from different all India locations, planning truck requirement, invoicing the goods and dispatch the material

**Imports:** constant follow up with importers and tracking the shipments while the same is with freight forwarders, Sending the documents such as Invoice, Packing List, Airway bills, Freight, Insurance etc to the Custom House Agent & Clearing the Imported goods through Customs House   
**Exports:** Receiving the purchase orders from overseas customers, raising Sales order and plan production, based on plan arrange for containers after negotiation with freight forwarders and dispatching the consignment after making invoice and central excise sealing, Customs clearing the containers with the help of CHA and sending the documents with bill of lading to the party

**Computer Programme - MFGPRO ERP**   
 

**(IV) Designation**

Deputy Manager / Manager Purchase

**Company**Chemtrols Industries Private Limited, Kundaim, Goa  
  
**Period**1st November 2008 to till date   
  
**Nature of Work –**

**Purchase:**

Receiving Bill of material/Indents, selecting material Vendors, Taking quotes, Vendor confirmation, PO raising, following up with vendors for material supply

**Imports:** Sending PO to International Suppliers, follow up with importers for material, Doing material Insurance, Informing Freight forwarders for pick up of shipments, tracking the shipments while the same is with freight forwarders, Sending the documents such as Invoice, Packing List, Airway bills, Freight, Insurance etc to the Custom House Agent & Clearing the Imported goods through Customs House   
**Exports:** Receiving the purchase orders from overseas customers, raising Sales order and plan production, based on plan arrange for containers / vehicles after negotiation with freight forwarders and dispatching the consignment after making invoice and central excise sealing, Customs clearing the containers with the help of CHA and sending the documents with bill of lading to the party

**Stores:** Inventory planning, Stock taking, Requirement listing as per month plan, vendor information and their production planning, logistics of inbound material from vendor stores, invoice passing to excise and accounts departments

**Computer Programme – LN INFOR ERP**