

RESUME

NAME:-TUSHAR SANTOSH ZAWARE

MOB NO:-9860611548

EMAIL ID:-tzaware526@gmail.com

PROFESSIONAL QUALIFICATIONS

S.R.	Particulars	%	Grade
1	B.A. Passed – 2015 Pune University	51.00%	2nd Class
2	Passed N.C.V.T.(C.O.P.A.) Nov-2012. Delhi Board.	68.18%	1 st Class
3	Passed (I.T.I.) C.O.P.A. (Computer Operator) July-2011 Delhi Board.	77%	1 st Class
4	Passed H.S.C. in Feb-2010 Pune Board	72.67%	1 st Class
5	Passed S.S.C. in March-2008 Pune Board	62.92%	1 st Class

ORGANISATIONAL EXPERIENCES

Since 02-April-2017 to Till Date at Janta Raja

Transport Job profile/ Responsibility: Accounting.

- Arranging the vehicles as per the client's requirement or else from our approved transport.
- Monthly Transport Vehicle Invoice & Send To Respective Company.
- Create Monthly Invoice Tally Erp9 In Manpower & Fabrication Job Work & Send To Respective Company.
- Create Quotation All type fabrication Work & Send to Respective Client.
- Preparation of Invoices as per terms and condition mentioned in the purchase Orders
- Create E-Way Bill.
- Create Manpower Monthly Attendance, Pay sheet & Payment transfer ac.
- Bank Statement Entry In Tally ERP9.
- Create Lager In Tally
- Create JSON File.
- Gst Knowledge.

Since May- 2016 to 23-March-2017 at Mercurio Pallia Logistic Pvt

Ltd Job Profile/ Responsibility: Quality Supervisor.

- Providing timely delivery of vehicles from stock yard to transporters.
- Quality Related Report Create (JV,LTSM,YardInward)
- Daily Domestics of the Vehicle dispatches.
- Daily Inward Dispatch Vehicle inSAP.
- Daily Outward Dispatch Vehicle In SAP
- Planning of Vehicle inward & dispatches as per schedule.
- Managing & arranging of transport facilities.
- Good Command of EXCEL.
- Basic Knowledge of SAP.
- Handling Weekly audit of stock available inward.
- Co-ordination between JV TO FCA for vehicle shifting.
- Creating & Maintaining RGP (Returnable Gate Pass.
- Maintaining all cars dispatch & inward report of FCA & Sending all this report to related officers.
- Preparing All MIS related to Yard.

Since Nov 16th' 2013 to 1 Jan- 2016 at the FIAT India

Automobile Pvt Ltd) Job profile/ Responsibility:

- Daily Maintain on Workers Attendances & Sending all this report to related officers.
- Maintain on Workers Weekly Shift Update in SAP System.
- Daily Check & Maintain on Workers In/Out Time attendances.
- Record Keeping on Official Documents.
- Vehicles Rejection Part Entry in SAP System.
- Line Material Consumable & Tool Shortage to arrange material.
- Find Out & Shortage Material Provide to Reputation Slip respective Office Signature Send Store Department.

1 Year Apprentice For Armament Research & Development Establishment

- **Store Department-**
- Received Material Identification all of Stored.
- Receipt of incoming materials.
- Inspection of all receipts from suppliers.
- Storage and Preservation.
- Materials Handling.
- Issue of materials to users within the organization.
- Maintenance of Stock Records.
- Stores Accounting.

OTHER PROFESSIONAL SKILLS

MS Office, Basic Knowledge of SAP (MM Module), Tally Erp 9.

SAP MM Module.

1. Create Material
2. Create Vendor
3. Create Purchase Reputation
4. Create Purchase Order
5. GRN
6. Invoice Verification

PERSONAL DETAILS	
Name	Tushar Santosh Zaware
Permanent Address	A/P-Takali Dhokeshwer Tal- Parner, Dist- Ahmednagar.
Local Address	A/P-Shikrapur,Tal-Shirur,Dist-Pune
Mobile No	9860611548
Gender	Male
Date of Birth	20.05.1991
Marital Status	Married
State	Maharashtra
Nationality	Indian
Languages Known	Marathi Hindi And English
Hobbies	Playing Cricket Listening Music & Reading

Declaration

I Hope Will Kindly Consider My Application And Give Me a Chance In Your Estimated Origination I am Waiting For Your Favorable Reply, Thanking You.

YOURS FAITHFULLY,

Tushar Santosh Zaware.

