**CURRICULUM VITAE**

**PATIL DHIRAJ NAMDEV**

**Address**: At- Turbhe, Post- Taloja, Tal- Panvel, Raigad- 410 208.

**Mob No**: +91-8976299090.

**Email**: patildhiraj137@gmail.com

|  |
| --- |
| **PROFESSIONAL SUMMARY:** |

* Over 1 Years of established professional credential in Managing Engg. Purchase &Engg. Store Department.
* Efficient in planning & execution the organization needs.
* Experience of Vendor Management.
* Good knowledge Store Management.

|  |
| --- |
| **ACADEMIC QUALIFICATION:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **YEAR** | **UNIVERSITY** | **INSTITUTE** | **PERSENTAGE** |
| B.COM | 2014 | Mumbai | S.M.D.L. COLLEGE, KALAMBOLI | 55.02 |
| HSC | 2011 | Mumbai | A.D.MHATRE Jr. COLLEGE, NAWADE | 58.67 |
| SSC | 2009 | Mumbai | S.C.S.HIGH SCHOOL,ROHINJAN | 56.76 |

|  |
| --- |
| **TECHNICAL SKILL:** |

* Operating System: Windows 2000, XP, 2007, 2008 & 2010.
* Application: Tally 9, ERP, Microsoft Office and Oracle.

|  |
| --- |
| **PERSONAL QUOALITIS:** |

* Process effective communication skills, interpersonal skill, people management skill and a strong personality; this supports managing people of different levels and background efficiently.
* Strong analytical, problem solving mind, strategic planner, can solve critical business situations in positive manner.
* Highly positive attitude, adaptable to demanding situation.
* Quick learner, Multi tasker and Motivator.

|  |
| --- |
| **WORK EXPERIENCE:** |

**Present Company:**

Company Name: Kellogg India Pvt Ltd.

Current Designation: Trainee- Purchase & Stores.

Duration: Feb 2017 to Mar 2018.

|  |
| --- |
| **JOB DESCRIPTION:**  |

* New Vendor evaluates, vendor development.
* Take Quotation from a vendor’s and Negotiation it.
* Release Purchase Orders.
* To check the inward & outward materials as per challan, invoice and PO/WO.
* Define &Manage stores area & storage bins in Store.
* Looking after all process such as goods receipts, goods issue.
* To maintain Inventory controls, Material comes as a Right Price/Right time delivery/Right Place/Right Qty/Right Quality.
* Maintain the age wise stock.
* Necessary documentation.
* Physical stock verification on monthly basis.
* Preparing scrap dispose report and dispose it through scrap invoice and gate pass.
* Monthly Spend Report.
* Monthly Saving Report.

**Previous Company:**

Company Name: Venus Safety and Health Pvt Ltd.

Designation: Commercial Officer- Admin.

Duration: Jun,2016 to Dec,2016 (7 Months)

|  |
| --- |
| **PERSONAL DETAILS:** |

Father’s Name: Shri. Namdev Dharma Patil.

Mother’s Name: Smt. BarkubaiNamdev Patil.

Date of Birth: June, 23th 1994.

Hobby: Reading Books, Travelling, Watching TV & Playing Games.

Language Known: English, Hindi, Marathi.

|  |
| --- |
| **DECLARATION:** |

I hereby declare that all statements given about are correct to the best of my knowledge and belief. I have no dependent as of now.

**Place:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DhirajNamdev Patil**