

CURRICULUM VITAE

PATIL DHIRAJ NAMDEV

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

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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: Snowman Logistics Ltd.

Current Designation: Supervisor.

Duration: 8 Aug to Till Date.

Previous 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.

Last 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. Barkubai Namdev 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:

Dhiraj Namdev Patil