**Manohar Sangelkar**

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**Career Profile:**

Highly trained with more than 15 years of professional experience in Supply Chain, Warehousing, Commercial, Finance & Business Administration. Seeking a challenging position in Warehouse/Supply Chain in an organizational which will utilize my skills to achieve organizational goal and simultaneously enhance my knowledge.

**SYNOPSIS:**

* **14 years of Experience in Warehouse Management, Inventory control, Supply Chain Management & Commercials.**
* **Exposure to Export Import and procedure & GST Compliances.**
* **Exposure to SD, MM & FI Modules in the SAP.**
* Capable of efficiently multitasking, and worked in tough business environment.

**Core Competencies:**

* Warehouse Management • Supply Chain Management • SAP
* Commercial • Export/ Import Documentation • Inventory

**Professional Experience:**

**Emco Ltd** ,Mumbai Aug 2018 to till date as Sr .Commercial Executive (Warehouse).

Roles & Responsibilities .

* Manage day to day functioning activities, operational cost, budgets & total asset of the Warehouse.
* Liaisoning with operations, logistics, sourcing, finance team for warehouse operations & planning.
* Monitors and control the inventory levels at TL, TT & Sub Stations Warehouses.
* Maintaining & keeping GRN reports, invoices management, Goods Received Documents Communicating with PO team for PO and other inwarding goods issues.
* Monitor and ensure proper Barcoding, Labeling, Stacking and Racking.
* Periodic review of Physical Stocks, ABC Analysis , Perpetual Inventory, Slow moving items, Dead Inventory, Implementation of 5S & FIFO process.
* Ensuring the effective utilization of warehouse area, equipment and other resources.
* Monitoring the Outward Process which includes Billing (Invoicing), Delivery challans and other documentation.
* Planning the movement of materials within the warehouse and booking of consumption, plant to plant or Storage location to Storage location material movement entries in SAP.
* Preparing pre and post shipments documents.
* Coordination with forwarding agent for shipments.
* Arranging Pre-shipment Inspection at factory.
* Checking CHA bills and submitting the same for payment.
* Vendor & sub contractor’s Material Reconciliation.
* Maintaining & development of SOP in regards to warehouse management & inventory control.
* Assisting internal and external auditors for data.
* Adequate knowledge of GST tax regime and insurance claims.
* Publishing daily MIS for Inventory level. Daily consumption booking.

 **Progility Technologies Pvt. Ltd** formally **Unify / Siemens Enterprise Communications Private Ltd.,** Mumbai May 2013 to Aug 2018 till date as Commercial Executive.

Roles & Responsibilities

**Supply Chain Management:**

* Responsible for day to day functioning activity of the Warehouse.
* Manage inbound goods- Material Receipts and Processing GRN / Credit Notes for PO, STO & SOs.
* Manage Outbound Goods–Dispatch of materials against sales invoice, Delivery Note & Gate Pass.
* Freight & Transportation Management - Vendor Management, Ensure transporter compliance, Monitor Costs & identify Improvement Plans in Customer Service, Ensure Vehicle placement efficiency & co-ordination with HO.
* Planning the movement of goods within the warehouse and booking of consumption, plant to plant or Storage location to Storage location material movement entries.
* Coordinating with Regions, vendors, customers and Transporters for delivery of materials and services and ensure GST Compliance, permits (E-waybills), entry tax if any.
* Preparing pre and post export shipment documents.
* Verification of Draft LC and submission of LC acceptance.
* Processing Insurance Claim for damaged goods.
* Arranging Pre-shipment Inspection at warehouse.
* Booking PO & Bill of Entry in SAP.
* Co-Ordination with CHA, Forwarder and shipping company for B/L & AWB.
* Coordinating with Procurement Department to optimization of inventory.
* Keeping a track of open orders, updating status of pending / closed deliveries on a daily basis.
* Quarterly basis Service Inventory value writes off activity.
* Creation of PO for transporters and local supplier’s, Verification of vendor invoice & forwarding the Invoices to accounts for booking of IR & Payment.
* Publishing daily MIS for Inbound, Outbound deliveries (Turn Over), and Inventory reports. Daily transport reports & Monthly Performance & Exception Reports.

**Reliance Industries Ltd on Roll of Agencies ( Caliber Personnel Services Pvt Ltd / Arha Consulting Pvt Ltd)** from Sept.2007 to Mar.2013 As a Commercial Officer.

Roles & Responsibilities

**Supply Chain Managements.**

* Planning & controlling of operation material for ATF business & placing the purchase requisitions.
* Co ordinate & follow ups with Procurement PO, vendors & warehouse for delivery of materials.
* Keeping track of received material & dispatching against STO, reservation /network in SAP.
* Tracking of material and Publish monthly various reports on warehousing activities.
* STO/Invoice generation for product (ATF) movement from location to location by TT/Rail/Vessels.
* MIS report of monthly freight cost.

**Commercial.**

* Checking & verifying service vendors Bills in all aspect & booking service entry & Ensuring timely payment. Reconcile the vendor accounts & booking monthly provisions for pending bills.
* Creations of Sales Order for ATF for all AFS locations in SAP.

 **Business Operations Management.**

* Assisting all AFS locations for Preparation & Cancellation of GRN, Stock transfers, POD, ADRs, Customer invoices for sales of ATF (Aviation Turbine Fuel ).

**Reliance Communications Ltd. on Roll of M/s. Kaveri Warehousing Pvt. Ltd. (Vendor of RCL**) From December 2004 To Aug.2007 as a Commercial officer (Supply Chain Management).

Roles & Responsibilities

* Invoice & packing list verification of the overseas vendor with PO.
* Processing Shipment Control Number in SAP & assigning freight forwarder to the consignment.
* Coordinating with freight forwarder, Buyer Group (Procurement) & EXIM team.
* Tracking shipment & publishing M.I.S.
* Generation of pending CENVAT claims, pending GRN & slow moving items & circulating MIS.
* Publishing daily SIT & coordinating with various warehouses over resolving of pending SIT cases.

**Xerox Modicorp Ltd. , Worli, Mumbai on roll of M.K. Services & Docsys Software services Pvt Ltd,** from Apri-2001 to November 2004 as Account Assistant

**Roles & Responsibilities**

* Verifying and booking of service level AMC contracts.
* Maintaining records of cash receipts & cheque bounce register books.
* AMC Invoice generation & Bank voucher entry into oracle base accounting system.
* Preparing quarterly dealers reco. statements and coordinating with dealers for required supporting documents.

**Educational Summary:**

* Post Graduate Diploma in Business Administration (Finance & Operations) from Symbiosis. Apr 2015
* Bachelor's degree in Commerce, Mumbai University , Apr- 1999

**Professional Diplomas:**

* Import Export Management Course form IIIEM ( International Institute of Import Export Management )
* Completed Government Diploma in Co-Operation and Accountancy ( G.D.C.A.).

**Personal Details:**

* Address : 303, Shiv Chaitanya Apt,Chaitanya Sankul,Badlapur(E), Thane.421503
* Date of Birth : : 06/03/1978
* Gender : Male
* Marital Status : Married

