


CURRICULUM VITAE

Mr. Ganpat Vithalrao Bhosale		Permanent Address : 08 Saket society, Behind HOC Colony, Panvel, 410 206.
Specializations Materials Management. Marketing Management		e-mail id : gvbhosale2575@gmail.com gvbhosale@rediffmail.com
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		DOB : 19 th May 1969

STATEMENT OF PURPOSE

- To use my skills and knowledge for organizational as well as personal growth.

PROFFESIONAL QUALIFICATION

COURSE	INSTITUTE	YEAR	SCORE
Post Graduate Diploma In Materials Management	Indian Institute of Materials Management	2005	61.12%
MBA Marketing	YCMOU	2001	52.90%

EDUCATIONAL QUALIFICATION:

DEGREE	UNIVERSITY	YEAR	SCORE
B.Com	Pune (B.M.C.C.)	1991	50%

Proprietor of M/s. Jagdamb Enterprises,(Katraj Dairy) & Xerox, independently handling the shop from May 2018 till date.

- 1 Buying products as per customers requirement.
2. Maintaining adequate Inventory.
3. Healthy relations with customers .

Worked for Hindustan Organic Chemicals Ltd., (P.S.U.) Rasayani from August 1993 till March 2018.

JOB PROFILE: (MATERIALS / STORES 21.5 Years)

- Indenting of Materials, Codification for new Inventory Items.
- Inventory checking and control.
- Making online and offline entries of all Stores Documents.
- Follow up with Purchase department.
- Receiving of Material as ordered by Purchase department.
- Coordinating with Quality Control Department / Inspection Department.

- Preparing computerized GRN and updating the Bin cards (Hard copy).
- Allocating material as per the Demand note issued by the respective department.
- Issuing of Material as per Purchase Requisitions.
- Preparing MIS Report.
- Generating Supplier wise, Transporter wise, Department wise monthly statements and Annual statements of Receipt and Issues.
- Follow up with Transporters and Suppliers.
- Company Officials to face the internal Auditors, Statutory Auditors, Government Auditors and Bank Representatives from Stores Department.

JOB PROFILE: (MARKETING – 3 Years)

- Preparing Daily / Weekly / Monthly Reports of Marketing Division
- Preparing Monthly MIS Report.
- Co-ordination with FPS for daily routine.
- Preparing Delivery Orders for both Rasayani and Kochi Unit (SAP).
- Maintaining Sales Data.
- Updating HOCL Website for Price Revision.
- Assisting all DGM (MKD) and CGM (MKD) for daily routine work.
- Preparing Price Revision Circulars.
- Marketing Representative of HOCL for visiting Customers Office / Banks etc.

STRENGTHS:

Total 24.5 years experience in HOCL.

- 3 years in Marketing Division
- 5 years in Inventory & Receipt Section.
- 10 years + in Issue section (Mechanical, Instrument & Stationery Stores).
- 5 Years in Raw Material Section.
- Coordinator of Materials Stores (Project) for 2 year plus. Independently Handled Caustic Soda & C.N.A. Plant Project Stores.

COMPUTER SKILLS (Operating)

- SAP SYSTEM
- TALLY- 9
- DIPLOMA IN INFORMATION TECHNOLOGY
- SOFTWARE OPERATING ORACLE (8.01) & VISUAL BASICS 6.

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: Navi Mumbai

Signature