**AJAY BALARAM KADAM**

Room No. 200, Vijay Chawl Committee,

Sane Guruji Nagar, P.R. Kadam Marg, Asalfa Village,

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**PROFILE SUMMARY**

* Offering over 8 years of experience as **LOGISTICS & ACCOUNT EXECUTIVE**
* Possess extensive knowledge in planning, directing, or coordinating purchasing, warehousing, distribution, forecasting, customer service, or planning services.
* Experience in preparing administration reports and managing complete backend activities.
* Experience in assisting and supporting day to day operations for the organization
* Updating of Invoice Payment Status in Master P.O File
* Possess motivational management style with a record of being able to deliver positive results independently & under pressure
* Maintain Safety report, tracker updated & SHE.

**CAREER OBJECTIVE:**

I am looking ahead to work in a professional, growth oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals. A consistently dependable team player, I can thrive in a high-pressure environment, enjoy the challenges of meeting deadlines and work in a team.

STRENGTH & SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

**EDUCATION BACKGROUND:**

|  |  |  |
| --- | --- | --- |
| Course / Degree | **Institute / Board** | **Year** |
| B.Com | Mumbai University | 2015 |
| H.S.C | Maharashtra Board | 2007 |
| S.S.C | Maharashtra Board | 2005 |

**EXTRA QUALIFICATIONS**

\* Completed successfully MS-CIT, MS Office – Basic Computer Course (MS Word, MS Excel)

\* Knowledge of SAP Module: PRD-OPS 7.4 Logistics

**\* Complete FOSTAC (Food Safety)**

**\* QMS/Lead Auditor Programme ISO 9001:2015 & ISO 19011:2011**

\* Knowledge of English Typing with 60 WPM and Marathi Typing with 40 WPM

**EXPERIENCE**

* Working as **“Logistics Executive”** at Ajanta Print Art’s from April 2017 to till date.

**Key Responsibilities**

\* Making Tax Invoice & Delivery Challan into our system as per dispatch schedule.

\* Daily Stock Report to Management.

\* Xeo Software (ERP) Modification & New Vendor / Customer Updated in.

\* Intensive, daily collaboration and regular update-meetings with the Planner and the Sales staff

\* GRN as per purchase order’s.

\* Weekly TBT & discussion with contractor about JOB Card.

\* Monthly Internal Stock Audit.

\* Ability to multi-task by utilizing organizational and prioritization skills and effectively manage tasks.

\* Keep records of invoices and support documents.

\* Resolve discrepancies in accounting records.

\* Advise Vendor of necessary actions and strategies for invoicing improvement.

\* Maintain positive relations with Logistics team, vendors & accounts team in problem solving.

\* Advanced skills in Microsoft Office including Excel, Word.

* Working as **“Logistics Executive”** at CHEP India Pvt. Ltd. From May 2013 till date April 2017.

**Key Responsibilities**

\* Coordinating with planning and operations team to ensure timely delivery of order and doing Coordination

 With 3PL’s to ensure order execution takes place on time.

\* Weekly Tool Box Talk, PPE Management & Distribution & Safety Initiatives

\* Checking inventory on daily basis and doing reconciliation in case of any shortage

\* Handling complete Invoice Processing & Updating of Invoice Payment Status in Master P.O File

\* P O Creation for Monthly Provisions (Transportation, RDC Rentals & Other Exp.)

\* Advance GRN for Monthly Provisioned P O's

\* Maintaining Transport & CFA Agreements & Extended Letter as per compliance.

\* E-Mitra (ERP) Modification & New Vendor / Customer Update In.

\* Maintain high level of SOP adherence

* Worked as **“Account Assistant”** at Spartan Engg. Ind. Pvt. Ltd. from April 2011 to May 2013

**Key Responsibilities**

\* Enter Accounts Payable Invoices Into Accounting Software

\* Making Payments Entry and Cheques to Creditors

\* Reconciling Vendor Statements

\* Diplomatically Resolved Vendor Complaints on an As-Needed Basis

\* Assisting Staff Accountants with Miscellaneous Work

\* Filing of Unpaid and Paid Invoices

\* Resolving Audit Queries

* Worked as **“Documentation Executive”** at Pentagon Shipping Service from March 2010 to April 2011

**Key Responsibilities**

\* Import Delivery Order Formalities.

\* Stamp Duty Payment

\* Scrutiny of Documents, Completing Necessary Formalities with Importer

\* Post Import and Post Delivery Formalities. (Importers Bill with Necessary Attachment & B/E, B/L, Inv., P/L Etc.)

**COMPETENCIES**

* Quick learner & adapts well to changes and pressure in work place
* Managing relationships & working efficiently with diverse groups of people
* Committed to meeting deadlines and schedules
* Leadership skills to lead projects & handle work independently

**LANGUAGES KNOWN**

English, Hindi, Marathi (Speak, Read, Write)

**HOBBIES**

Playing Cricket, Trekking & Traveling.

**DATE OF BIRTH**

8th August 1990

**DECLARATION**

I hereby declare that the details furnished above are true to the best of my knowledge.

***(Ajay B. Kadam)***