

Curriculum Vitae

Santosh J. Jagtap.

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OBJECTIVES :

To learn and function effectively in a high-quality environmental management where my academic skills and knowledge will add value to organizational operations. Also, continuously enhance my ability to learn and improve my performance for delivering organizational growth.

TECHNICAL PROFILE :

TECHNICAL PROFILE EXAM	YEAR	NAME OF INSTITUTE	UNIVERSITY	PERCENTAGE
B.M.S.	2018	M.G.M's College Of Management Studies & Research	Mumbai	B GRADE
H.S.C.	2015	Dahiwadi College Dahiwadi	Kolhapur	56%
S.S.C.	2013	K.B.P.Vidyalaya Bijawadi	Kolhapur	76.40%

WORK EXPERIENCE:

- Worked as a Administrative Executive for 6 Months in Thyrocare Technologies LTD.(Turbhe - Navi Mumbai)
- 2.5 Years of Experience as a **Supply Chain Management Executive** at OM SAI FIBER INDUSTRIES, Panvel.

PROJECT :

A PROJECT REPORT ON "THE STUDY ON DIGITAL MARKETING"

SKILLS & COMPETENCIES :

- Supply chain Management, Demand planning & distribution.
- Strong Organizational, Administrative & Analytical skills.
- Ability to produce consistently accurate work even whilst under pressure
- Computer & relevant technology literacy knowledge in : Fundamental MS Excel, MS Word, SAP Entries, Live Mail, PDF, PDF editing etc.
- Good at Planning and execution & Good team player

DUTIES & REAPONSIBILITIES:

- Managing & Follow up with Transporters for vehical placement and Arranging of Transports.
- Updating data of Purchase orders & weekly data & preparing regularly of reports etc.
- Working in ERP system like SAP system for making Sales Order, Purchase Orders.
- Coordinating with Costomers, Transports and Manufacturer for inventory and Distribution purpose
- Coordinating with all departmental heads to enhance smooth working of the Organisation.
- Updating and maintaining the weekly / Monthly sales record & filling of all documents in a various way.

EXPERTISE IN:

- Supply chain Management.
- Distribution Management.

PROJECT :

A PROJECT REPORT ON "THE STUDY ON DIGITAL MARKETING"
(MARCH 2017)

ACHEIVMENTS :

- Winner of Prathmesh Pratishtan Drawing Art (1/02/2008).
- Winner of Gvt. of Maharashtra Intermediate Grade Exam 2011.
- Complete successfully Maharashtra State Scoutes & Guides (03/04/2011)

PERSONAL INFORMATION :

- Date of Birth : 09 Nov 1997
- Gender : Male
- Father name : **Janardan Mahadev Jagtap**
- Mother tongue : Marathi
- Nationality : Indian
- Marital Status : Single
- Languages : English ,Hindi, Marathi

LEISURE INTERESTS

- Social work
- Sports

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE:**DATE:****SANTOSH J. JAGTAP**