**R e s u m e**

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CAREER OBJECTIVE:

To pursue a challenging career in the field of Inventory Management and Administration in the organization of repute like yours, to exploit my potential and provide a platform for growth, learning and also overall benefit of the organizations.

## POSITIVES:

Freedom of work; Self targets and achievements; Continuity and no let downs;

## JOB PROFILE ( 1 )

Worked with Catalyst Corporate Services Private Ltd. (Galaxy Surfactant), at Taloja, Navi Mumbai, as Production Support Executive with expertise in SAP for Material and Inventory Management from 20th June 2016 to 16th September 2021.

My Key Function and Responsibilities are:

1. SAP Booking
2. Indent for Raw material and Packing material
3. Daily Monitoring of Inventory such as Raw Material, Packing Material and Work in Progress.
4. Reconciliation of Physical and SAP stock.
5. Reconciliation of Production and SAP booking.
6. Facing Stock Audit.

I am handling above listed work in three plants at a stretch

## JOB PROFILE ( 2)

Worked with Krosslink Infrastructure Limited, at Belapur, Navi Mumbai, as Executive Purchase from 15th July 2013 to 30th March 2016.

To be a part of procurement team my key functions and responsibilities were as listed below:

1) Sourcing/Purchase

* To co-ordinate with the Site Engineers/In charge for their purchase requirement
* To analyse requests and find suitable sources
* Analysis of demand and supply situation for formulation of sourcing strategy
* Send enquiries, receive quotations, and prepare comparative statements
* Negotiating price and terms , quantity, quality and delivery schedule with suppliers Ensure the procurement at the optimum cost to the company
* Submit to the higher authorities for approval & finally prepare purchase order
* Follow up and maintain procurement schedule
* Effective co-ordination with all sites
* Co-ordinate with Accounts department for documentation and timely payment to vendor
* Reviewing all contracts/agreement to achieve best price/quality/time delivery for the effectiveness of future purchases

2) Vendor Management

* Create an active vendor database-identify new vendors, periodically assess performance & give feedback
* Ensure continued support from vendor after delivery to site
* Continuously develop extended vendor database for new project
* Regularly contracting suppliers to renegotiate prices

## JOB PROFILE ( 3 )

Worked with M/S. Gajanan Enterprises, at Mahape, Navi Mumbai, as Executive stores & accounts from 1st September 2004 to 10th July 2013. Gajanan Enterprises is the approved supplier of RFCL LTD (Ranbaxy Fine Chemicals). Our entire stock account and store functions are based on SAP (R/3 6.4) solution.

In this environment my key functions and responsibilities were as listed below:

**1) Stock and stores related function**

* To look after stock requisition.
* To receive incoming materials, including all work connected, like opening of packages

counting and packing.

* To ensure that materials are properly preserved, and periodical inspection is carried

out.

* To carry out all movements of material including movement to store from receipt and

store to despatch, packing and forwarding.

* To maintain complete, up to date and correct record both for physical storage and

financial accounts.

* To co-ordinate with various departments, like Purchase, Production, Quality Control

for smooth functioning of departments.

* Maintenance of appropriate stock levels of material
* Avoid the stores losses.

**2) Excise related functions:**

* Preparation of Invoice
* Maintaining RG23 II register
* Maintaining PLA register.
* Calculating PLA requisition
* Filling Excise Return.
* Preparation of Bills.

**3) Administrative Functions**

* To take care of workers and staffs wages and salaries.
* Handling petty cash.
* Checking Expenses Bill and Payments.

## JOB PROFILE ( 4)

Worked with M/s. **Techno Industrial Corporation** As Office Assistant cum Computer Operator from October 2003 to 24th August 2004.Techno Industrial Corporation is a firm dealing in trading of various industrial commodities and representing M/s. Karan Alloys Ltd., Aurangabad for marketing KAL products in Mumbai

* Writing cash book and preparing daily cash vouchers.
* Liasioning with bank and attending routine banking operations.
* Attending daily mail and presenting the same to Manager.
* Going to customers for order booking and outstanding recovery.
* Filling office records.

**Academic Career**

* B. Com, Mumbai University, in April 2001.
* Diploma in Taxation Law, IMPS, Mulund Mumbai
* Certificate Course ISO-9001. SISI, Mumbai.
* MSCIT (Basic Computer).
* Certificate Course in GST , MSME – Technology Development Centre, Agra, in the September 2017

**Hobbies & Interest**

* Playing chess
* Reading different types of books.

**Personal Details :**

**Date of Birth:** 16th December 1978.

**Family Background:** Living in a very co-operative joint family which

consists of caring parents, wife, brother, sister-in-law,

where culture and traditions have supreme importance.

Place: Thane

Date :

**(Shirish Ghaisas**)