

RESUME

SONDKAR AMIT ANANT.

Having 14 years experience in the field of Assistant of Administration, Stores & Excise in
The manufacturing printing ink industry.

Personal Profile.

Name : **AMIT ANANT SONDKAR**

Address : AT. Dharanacamp Post. Talaja,
Tal. Panvel, Dist. Raigad - 410208

Date of birth : 19th JAN 1985.

Mobile No. : 9920445980.

Educational Qualification : Passed S.S.C. In March 2000 With 45.86% from Mumbai Board
Passed H.S.C. In February 2002 With 52% from Mumbai Board
Passed S.Y.B.COM. II Class. Mumbai University

Computer proficiency : Completed Diploma in Computer Software Course (Computer
Fundamental, Windows 98/2000/XP, Ms-Office 2000 (Word,
Excel, Power Point) Internet (Surfing, Search Engine, Email)
Tally 5.4, 6.3 &7.2

Other Experience : **Computer Hardware & electric single phase wiring
(Without Certificate.)**

- Computer Formatting & Install Software
- Computer Networking, (patch cable)
- Electric Fitting.

Current Experience.

Company : **United Speciality Inks Pvt. Ltd.**
J/73 MIDC Ind. Area, Talaja.

Duration : 15th January 2007 To till date

Designation : Admin & Stores.

Reporting to : Factory Manager.

Current Experience

UNITED SPECIALITY INKS PVT. LTD.

Admin, Stores January 2007 to Till Date

- In Fox - Pro System Raw Material Entry, Prepare sales Invoice, Production Voucher Punch.(Old Package)
- In Upcrest (ERP System) Raw Material Entry (Prepare GRN & Purchas Order) Prepare sales Invoice, Production Voucher Punch & Petty Cash
- Employees Attendances
- Computer Maintenance (Normal Stage)

Working Experience

1) **IN VISTA FOOD PVT. LTD.**

- Plant Operator for 8 months (March 2005 – Dec. 2005)

2) **IN ROYAL CONTAINER CARRIER**

(January 2006 – December 2006)

- Payroll Driver & Cleaner. Prepare Sales Invoice, Data Entry, Cash Voucher Entry In Tally 7.2

Nature of Job

Monitor day-to-day Store & Payroll activity. Place Purchase order to Purchased Department and follow up Raw Material.

Receipt of Raw Material and maintain stock level. Record of daily issue, Raw material for production.

Finished goods stock, Dispatch (Prepare sales Invoice) & Computer Maintenance first stage


(SONDKAR AMIT ANANT)