

# CURRICULUM VITAE

**Amol Shinde.**

**Permanent Add:**

Shree Raj Co-op Housing Society  
Room No -6 Plot No -C /23 , Sector -14  
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**JOB OBJECTIVE:**

To obtain suitable full time position in an Industry / Service organization to further my career prospects by contributing towards growth and development of the organization

**EDUCATION QUALIFICATIONS**

Examination	University /Board	Year	Class
B.COM	Mumbai University	2008	
CLASS XII	Kolhapur Board	2003	Second
CLASS X	Kolhapur Board	2001	Second

**COMPUTER PROFICIENCY**

- SAP R/3 MODULE WORKING; SAP (APO 7.0 & R/3)
- WINDOWS (07/08/XP)
- PROFICIENT IN MICROSOFT OFFICE (WORD, EXCEL, POWER POINT)
- MS ACCESS,

**PROFESSIONAL EXPERIENCE:**

**CURRENT ORGANIZATION**

**ULKA SEAFOODS PVT LTD (TALOJA MIDC- RAIGAD)**

**Assistance - Purchase**

**Period – 16 May 2016 to till Date**

**Responsibilities:**

- Responsible for Engineering, Raw Material & Packing Material & Consumable.
- Responsible for procure material for four Unit (GOA unit, 2 Units in TALOJA MIDC & one in SEZ area for Mangalore)
- Planning & coordination with plant for required materials to manage as per plan, and any alternative if needed to avoid process Break down
- New Vendor development as per company policy.
- Procure material as per purchase policy (i.e. 3 quotes, ARC, AMC with negotiated rate).
- Responsible for the ordering of materials, supplies, and/or equipment, and the follow through with vendors on shipment and delivered on promised dates.
- Inventory control monitoring.
- Procure & Plan as per Safety stock of RM & PM. & Searching for new suppliers and develop new suppliers
- **Monthly Report** - o Purchase Requisition to Purchase Order  
o Purchase Order to Goods Receipt Note

## Organization 2010 to 2016

### Store Officer

**TARA JWELS PVT LTD - (SEEPZ MIDC -ANDHERI)**

#### Responsibilities:

- handling Demand finished jewelry stock
- Ensure materials right Quality, Quantity, and then Making GRN (Goods Receipt Note) for sales order for all inward materials.
- Creating Batch in the system through SAP
- Executing task given by H.O.D. from time to time
- Day to day discussions with planning/ productions/ for required materials to manage as per plan, and any alternative if needed to avoid process Break down.
- Generation Production GR report Shipment Report etc. and keeping H.O.D. updated about the same.
- Maximum utilizations of resources (like Men, Machine, Material) particularly space is very vital resource in stores and good housekeeping.
- Co-ordination with inter-department for any new development.
- Checking of GRN No & make proper entries for smooth tracking of inventory.
- Store reconciliation & Making Physical verifications by regular intervals.
- Preparation of SOP's, Work instructions, check list & charts for stores as per ISO 9001:2000

#### PERSONAL DETAILS :

- |                        |              |                          |                            |
|------------------------|--------------|--------------------------|----------------------------|
| • <b>Date Of Birth</b> | : 25.06.1986 | • <b>Marital Status</b>  | : Married.                 |
| • <b>Nationality</b>   | : Indian     | • <b>Languages Known</b> | : English, Hindi & Marathi |
| • <b>Religion</b>      | : Hindu      |                          |                            |

**Amol Shinde**