

RESUME

AKHILESH VISHWAKARMA

Sai Nagar CHS, L-302

Kalamboli, Navi Mumbai-410218

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CAREER OBJECTIVE:

To build my career in a progressive Organization in a leading position, that will provide me exciting opportunities to utilize my all skills and experience in such a way to add more value to the Organization and to learn more about Store.

Job Profile:

Handling storage, receipt, issue of Raw materials, Packing Materials and finished goods

- Follow up with production department for timely availability of finished goods,
- Coordination with Production department, QC department and Sales team for daily dispatch activities.
- Timely arrangement of vehicles
- Monitoring Mathadi workers for timely loading of Vehicles.
- Preparation of dispatch documents i.e Invoice, E way bill etc.
- Daily stock count of materials packed
- Follow up with production department for timely booking of FG in SAP
- Monitoring unloading of Raw materials and Packing materials
- Monitoring various checklists while loading and unloading of materials.
- Handling storage, receipt, inspection and issue of Engineering stores items
- Follow up with various departments for timely inspection of engineering items received.
- GRN preparation of RM, PM and engineering stores items.
- Monitoring safe operation for movement of vehicles, Forklifts and Mathadi activities
- Daily Issue of raw materials and Packing materials to production department as per their requirement.
- Physical VS Book stock reconciliation of Finished Goods, Raw Materials, Packing Materials and Engineering items
- Handling periodical internal & External audits, Bank Audits and Customer Audits.
- Having knowledge of SAP
- Handling insurance for transit loss
- Handling scrap storage & disposal activities in coordination with Safety department.
- Knowledge of weighbridge operation.
- Monitoring Job work activities and documentation.
- Dealing with production and QC department for timely disposal of return materials
- Handling ISO records and audits.
- Knowledge of 5s
- Preparation monthly MIS reports
- Preparation of Export and Domestic Documents.

CURRENT EMPLOYER:

Name of Organization	From	Designation
APCOTEX INDUSTRIES LIMITED - TALOJA (Previously Known as Division of ASIAN PAINTS)	August 2008 to Till Date	Sr. Officer-Store

PREVIOUS EMPLOYER

Name of organization	From	To	Designation
Kapoor Glass(I) Pvt. Ltd.	Dec 2007	July 2008	Office Manager

Name of Organization	From	To	Designation
Nyka Steels Pvt. Ltd	Dec 2006	Nov 2007	Excise/Export Executive

Name of organization	From	To	Designation
Kapoor Glass(I) Pvt. Ltd.	1997	Nov 2006	Excise cum Stores Officer

Name of organization	From	To	Designation
Prestige HM Polycontainers Ltd.	1992	1997	Accounts cum Excise Officer

Name of Organization	From	To	Designation
Singh Associates (C.A. Firm)	1991	1992	Accounts Assistant

EDUCATION: B.COM – MUMBAI UNIVERSITY**COMPUTER SKILLS:**

- SAP, ERP, UDYOG
- Excel, Word, Power Point

PERSONAL PROFILE:

Date of birth : 15th March 1964.
 Gender : Male.
 Marital Status : Married.
 Language Known : English, Hindi & Marathi.
 Contact No. & Email ID : 9594764475 & Akhileshv1964@gmail.com

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(Mr. Akhilesh Bachulal Vishwakarma)