**balasab SHAIKH** Room no.102, Tarique Heritage,Sector 10,

Plot No.39, Taloja Panchanand,

Navi Mumbai: 410208

E-mail :tanveer1988@ yahoo.co.in

Mobile No.: 8976089128

**objective**

Seeking a challenging position in the field of Structural Buildings, to change my skills and strengths in conjunction with the company goals and objectives.

**Education qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Board /University** | **Month & Year of Passing** | **Percentage** | **Grade** |
| S.S.C | M.S. Board | March 2004 | 60.33% | 1st class |
| H.S.C. | M.S. Board | Feb 2006 | 62.66% | 1st class |
|  |  |  |  |  |

**TECHNICAL qualification**

* Operating System **:** DOS, Windows xp , 2000 & Internet, ERP Udyog Software
* Software **:** Ms-Office 2007, XP & Tally 6.3, 7.2.
* Tally 9.0 : Tally 9.0 From

**PROFESSIONAL EXPERIENCE ( 16 Years)**

* Working as **Purchase and Administration** in Drupe Engineering Pvt.Ltd. Navi Mumbai. From May 2007 to Jan 2022.

Currently worked seniors of Purchase dept, Account dept, Sales dept, dispatch dept.

In 2006 – 2008 = Store Keeping

In 2008- 2009 = Worked as Purchase department and Account department

In 2009 – 2022 = Worked as Purchase department and Account department , Costing SPM and sales quotations.

**other EXPERIENCe**

* Knowledge of Purchase, Account,GST,Import `Export, dispatch, Budgeting, Costing SPM and sales quotations, Tender etc

**JOB PROFILE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Profile on current job since 16 years working as an Purchase & Administration

**Purchase:** Preparing Purchase order in ERP Software (Udyog), Follow suppliers and vendors for delivery..

Maintaining documents and records (Order As per Indent, Bill of Material )

Purchase/Knowledge of Mechanical Components, Raw Materials, Electronics items etc.

Sourcing Suppliers from local market, sourcing suppliers from Internal national China,Japan, Germany, Taiwan etc.

**Store :**Preparing Indent as per BOM, Maintain Minimum stock consumables items

Inward Goods Receipts Entry, Outward Entry , Stock update in ERP (Udyog software)

**Imports:** Preparing Documentation for opening LC in coordination with the Bank.

Import remittance , High Sea Sale Agreement

Maintaining documents and records for the Remittance in advance as well as after the

credit term is over.Corresponding with the Freight & forwarder for imports in course and

likely to be imported in future. Submitting documents like Invoice copy, Packing list,   
 Airway Bill or Billof Lading, Triplicate Exchange copy of Bill of entry etc to the Forex   
 dept. of the bank.

**Account:** **:** Purchase, Sales, Bank entry in Tally, Deposition of cheques, withdrawal, maintaining bank pass book. Bank reconciliation,

Corresponding with the bank by telephone, letters and personal interaction.

Interacting with Suppliers & customers for account settlement.

GST Payment, GST Return 1&3B, PF& ESIC payment and upload, PT Payment.

Generation Eway Bill

Import Bill of Entry submission to Bank,

Bank Guarantee document preparing.

Preparing **salary statement** and making payment after scrutinizing Attendance register.

**Sales :** Making Proforma invoice, Tax Invoice, Delivery Challans as per the purchase order

received. Marking advances received against the purchase order. Forwarding Invoices &

Challans to the dispatched department. Regular follow up of the outstanding payment to be

received. Providing Ledger statement to the customer for their ready reference on demand.

Corresponding with the accounts dept of customer. Keeping proper records by correct filing.

**Quotation :** Preparing quotations as per design and required costing is be done Example Costing-Linear Motion slide unit, Gantry

System, Welding System, Plasma cutting machine, Robotic Track, Positioner etc. After sending   
 quotation follow up customers, Also searching buy leads from Indiamart, Tradeindia etc.

**PERSONAL PROFILE**

Name : Balasab Gaibuddin Shaikh

Date of Birth : 22nd April 1988

Caste : Muslim

Language Known : English, Hindi, Marathi

Marital Status : Married

Present Address : Flat No.102, Tarique Heritage, Sector 10, Plot No.39 Taloja Panchanand Navi Mumbai-410208

Contact No. : (M) 8976089128

Thanking You

Your’s Faithfully

Balasab Shaikh

8976089128