

Dhiraj Namdev Patil

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• **CAREER OBJECTIVE**

To join and work with an organization which is progressive and gives me a chance to enhance my skills and be a part of the team that excels in work towards the growth of the organization and gives me satisfaction thereof.

• **KEY SKILLS**

- Ability to plan, organize and keep going under tight schedules and pressure.
- Dedicated and Loyal towards work and organization.
- Ability to work on multiple tasks efficiently.
- Able to work independently.

• **IT SKILLS**

- Knowledge of SAP [ERP] Software.
- Knowledge Tally ERP 9.0(Expert Tally)
- Worked on Oracle and NAV.
- Knowledge of Online Way Bill/Permit.
- Knowledge of Microsoft Office.

• **WORKING EXPERIENCE**

1) **Company Name : Yusen Logistics (India) Pvt. Ltd.**

Current Designation : AS A EXECUTIVE

Duration : NOV 2021 to APRIL 2022.

• **JOB DESCRIPTION:**

INWARD:-

- Unload material in receiving area.
- Check material received as per Invoice.
- Put Away material at specific locations.
- Do the GRN in WMS system.
- Maintain proper record of Rental Return/Buyback/E-Waste machines.
- Handover E-Waste Machines and Spare parts for E-Waste as per Process

OUTWARD:-

- Generate Pick list in WMS.
- Follow-up all Picking/Packing & Checking related activity.
- Generate and print Dispatch related invoice..
- Generate E-Way Bills.
- Generate LR.
- Load vehicle proper as per daily dispatch plan and release.
- Maintain daily MIS Report.

2) Company Name : Yusen Logistics (India) Pvt. Ltd.

Current Designation : DEO - Customer Support.

Duration : Oct 2019 to Oct 2021.

• **JOB DESCRIPTION:**

- Create daily basis checklist for dispatch purpose.
- Delivery Orders Punching in SAP against the Sales Orders.
- Making Tax Invoices in SAP.
- Sending daily material dispatch details to partners.
- Providing required information / Reports to H.O as and when required.
- Involved with operation team in Stock count and other operation related activity.

3) Company Name : Snowman Logistics Ltd.

Designation : Supervisor (Warehouse Operation)

Duration : 6 Months

• **JOB DESCRIPTION:**

- Responsible for all process of Goods Receipts.
- Define & Manage stores area & storage bins.
- Maintain stock movement as per FIFO or FEFO method.
- Responsible for daily Sales Invoices.
- Preparing MIS Report.
- Creating Pick list of the materials that have to be dispatch to the customers.
- Creating loading sheet of material that he have to Dispatch the customers
- Creating E-Way Bill and LR.
- Observation of Temperature of warehouse and vehicles.
- Cycle counting is part of Daily operations. We need to take wall to wall stock count on weekly basis for accuracy.

4) Company Name : Kellogg India Pvt. Ltd.

Designation : Trainee- Purchase & Stores.

Duration : Feb 2017 to Apr 2018. (1 Year 2 Months)

• **JOB DESCRIPTION:**

- New Vendor evaluates, vendor development.
- Take Quotation from a vendor's and Negotiation it.
- Release Purchase Orders.
- To check the inward & outward materials as per challan, invoice and PO/WO.
- Define & Manage stores area & storage bins in Store.
- Looking after all process such as goods receipts, goods issue.
- To maintain Inventory controls, Material comes as a Right Price/Right time delivery/Right Place/Right Qty./Right Quality.
- Maintain the age wise stock.
- Necessary documentation.
- Physical stock verification on monthly basis.
- Preparing scrap dispose report and dispose it through scrap invoice and gate pass.
- Monthly Spend Report.
- Monthly Saving Report.

5) **Company Name** : Venus Safety and Health Pvt. Ltd.
Designation : Commercial Officer (Admin)
Duration : 9 Months.

• **JOB DESCRIPTION:**

- Calculate worker salary daily basis as per there daily work Qty.
- Create Monthly workers salary report and distribute salary to workers.
- Maintain workers attendance.
- Handle company Housekeeping.
- Handle workers complaint and grievance register.
- Proper maintain First Aid Box.
- New joining workers interview.

• **QUALIFICATION's**

DEGREE	YEAR	UNIVERSITY	INSTITUTE	PERSENTAGE
B.COM	2014	Mumbai	S.M.D.L. COLLEGE, KALAMBOLI	55.02
HSC	2011	Mumbai	A.D.MHATRE Jr. COLLEGE, NAWADE	58.67
SSC	2009	Mumbai	S.C.S.HIGH SCHOOL,ROHINJAN	56.76

- MSC-IT
- Tally ERP- 9

• **PERSONAL DETAILS**

Date of Birth :- 23rd June 1994
Father's Name :- Namdev Patil
Sex :- Male
Place of Birth :- Turbhe, Panvel, Raigad
Languages Known :- English, Hindi, Marathi
Marital Status :- Unmarried
Hobbies :- Listening Music, Traveling & Trekking & Acting.

PERSONAL STATEMENT:

I consider my personal strength to include adaptability, flexibility and ability to learn quickly. I have well-developed inter-personal skills with both staff and client while maintaining professional attitude. I am able to make decisions independently and confident of abilities to succeed as a good and effective person. I am currently seeking a position which will allow me to utilize my skills, knowledge and experience to their full potential.

Date: (Dhiraj Patil)

Place: Sign: _____