Suraj Somnath Patil

E-Mail:-Sunpatilg@gmail.com
Phone.no: +91 8097040206, 8104581175

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Career Objective

Looking forward for an opportunity to work in an seemed organization where my knowledge and skills can be utilized at the maximum for an enhanced and accelerated exponential growth of the organization and in the due cores sharpen the personal and professional growth.

Personal Details:

- **Date of Birth** – 1 APRIL 1999.
- **Address** – Taloje Majkur, Near Taloja MIDC, Panvel, Navi Mumbai-410208.
- **Email** – Sunpatilg@gmail.com
- **Contact Number** –8097040206
- **Languages** – English, Hindi, Marathi
- **Hobby :-** Gym , Reading, Farming, Cycling **,**

Educational Qualification : Bsc(Computer Science)

Sr.No	Level	Name of University	Year of passing
1)	B.Sc.(CS Sem -VI)	Mumbai University	2019
2)	B.SC (CS Sem-v)	Mumbai University	2018
3)	H.S.C	State board	2016
4)	S.S.C	State board	2014

Computer Skills:

- MS OFFICE 2019 and Above ,MS Excel(Pivot Table, VLOOKUP) /Word / PPT
- Applications :- SAP (MM & SD)
  Oracle Business
  Web Portal - E-Way Bill, Reliance ASN Portal, Amazon ASN Portal

Work Experience:

Organization	A/C	Position	Experience
KD Logistics Pvt Ltd.	Kellogg India Ltd.	Executive Supply Chain	Nov 2020 to till Date

I am fully responsible for the following activity

➢ **Warehousing functions**
- Receipt of finished goods, handling & storage, Dispatches and necessary documentation
- Daily Monitoring of indented material to arrange for transfers to other depots
- Preparation of various reports regarding dispatches & sales, daily & monthly
- Physical stock taking of finished goods
- Inventory control & monitoring of stock movements by following FIFO, Shelf Life.
- Cross Verification of all documents for error free dispatches
- Updating and timely monitoring of inventory level to prevent generation of SMDS (Slow moving dead stocks) & damages.

➢ **Logistics Functions**
- Order receiving & processing for Mumbai sales
- Planning & making program for dispatches
- Handling correspondence with Clients, direct customers
- Reporting to clients on dispatches
- Ensuring & co-ordinating for just in time deliveries
- Handling a team of 5 Supervisors for loading, unloading & C&F activities
- Packing of material in different packing size as per customer requirement.

Other Functions
- Using Advance Shipment Notification (ASN) portal,
- Courier of all taxable invoice to send for customer for billing purpose
- Tracking of payment details of customer
- Checked Filled After Customer Billed Order.

Kellogg's India Pvt Ltd. (Secondary Data entry operator) (2.5 year experience)

➢ **Responsibilities**
 Inbond and Outbond
- Maintained a purchase report in Oracle software and SAP as well as excel
- Maintained a daily report in excel
- Monthly stock taking of fast moving items
- Keeping all records of warehouse materials.
- Co-ordinate with sales
- Invoicing domestic (India) Cfa & belling in oracle and SAP system. As well as GRN and SRN also

- **Nature Of Work:**

  - Order Processing
  - Invoicing
  - Stock Transfer Note
  - Stock Maintaining (FIFO)
  - MIS report
  - Customer Communication
  - Inbound & Outbound Receipt

Declaration

I hereby declare that all the above-mentioned information is correct and true as per my knowledge and I take all the liabilities of the above said facts.

Date:
Place: Navi Mumbai

Your Faithfully
SURAJ SOMNATH PATIL