

MITHILESH NAGRARE
B-28 MANAV SEVA NAGAR B/H
VETENARY COLLEGE SEMINARY HILLS
Nagpur -440006
CELL NO: - 09881201783
E-MAIL: - mithnagrare@gmail.com

RESUME

OBJECTIVE.

All stores reports are working in SAP and ERP-9 software. Maintaining store inventory, reconciliation of stock physically and computerized. Make MIS report. Handled 11 no's of staff's in store and Warehouse dept. Obtain requirement of items from the technical and other departments. Perform the process of Issuing material and receiving material. Maintain the stock of items orderly as per bin card. Maintain a record of all the activities done regarding the stock of items.

EXPERIENCE SUMMARY

**Over All Experience related to Store Department as 14 years or More*.*

SR no	Company Name	Position	From	Till Working
1	Inventy's Research Company Pvt Ltd	Store Executive	Sep-23	Till Working
2	Pix Transmission Limited	Store Officer	Jan-22	Sep-23
3	Zim Laboratories Limited	Store Associate	May-19	Dec-21
4	Shenal Pharma and Surgical Pvt Limited	Warehouse In charge	Jun-18	May-19
5	Rukmani Metals and Gaseous Limited	Store and Purchase Officer	Feb-17	Oct-17
6	Bajaj Steel Industries limited	Store Supervisor	Oct-13	Mar-16
7	R.C Plasto Tanks And Pvt Ltd	Store and Purchase Assistant	Jun-12	Aug-13
8	Zim Laboratories' Limited	Store and Warehouse Supervisor	Aug-08	Mar-12

1) Overall activities handling through web ERP and SAP

2) MIS reporting

- A) G.R.N. Create
- B) Posting
- C) Material receive / Material Rejection.
- D) Material issue
- E) Under Test Label Print

3) Warehouse management

4) Material/Stock Reconciliation

5) System Stock check vs Physically Stock

6) Decision making, mail replies, team handling, Etc

7) SAP: working MM Module/ ERP Working

8) G.R.N. Create for domestic and import / GRN reverse Stock transfer Plant to plant,

9) Asset material reverses to Stock in Storage location

10) Material Transfer Posting

11) New material code Create

12) Preparing Transport Bills and proceed for Payments.

Job profile & Responsibilities'

- * To oversee department adherence to systems of receipt, storage, labelling, issue and Reconciliation of all types of Material*
- * Responsible to review Goods Received Notes and approve the same based on the analysis report From QC department.*
- * Responsible to coordinate with the production and QC department to ensure timely release of all Material.*
- * To follow up with the purchase department for and material constraints as per the production plan.*
- * Responsible to monitor and maintain physical stocks of material SAP.*
- * Responsible to coordinate with QA/ QC in case of rejection of materials.*
- * Individual must communicate with the procurement team for inventory needs and created Monthly reports on warehouse operations.*
- * Proper housekeeping made in 5 S activities.*
- * Responsible for Compatibility chart wise material storage in location.*
- * Material for proper identification and kept in Location for category- wise*
- * Damage and breakage material kept Outside area and inform to purchase dept for Necessary action.*

QUALIFICATION: -

B. SC in Physics, Chemistry, Mathematics.

12th from H.sc

10th from C.B.S.E

TECHNICAL SUMMARY

*Operating Systems : Windows98/NT/2000/2003 Server/XP, Vista
(Professional). E.R. P, SAP Computer*

Courses : M.S.C.I.T. Hardware & Networking,

Providing Training to Users.

Job Involve providing training to new appointed person. B).

Handling Modules as mentioned.

- * Administration,*
- * Inventory,*
- * Production, /issue Materials*
- * MRP, / Indent*
- * All Reports,*
- * Monthly Stock Statements*
- * Issue Report Dept Wise.*
- * Material Receipt Reports*

Personal Details:

Name : Mithilesh. Nagrare
Sex : Male
Current Address : Plot No. B/28, Manav Sava Nagar,
Behind Veterinary College Seminary
Hills Nagpur-440006,
Nationality : Indian
Date of Birth : 22nd of March, 1984
Skills : Proficient in Troubleshooting,
Languages : English, Hindi, and Marathi
Strengths : Getting along with everyone, devoted
To learn new things on my
Own, hardworking,
High level of concentration, good
Communication skills, ability to Under pressure.

Regards

Date:

Place: Nagpur

(Mr. Mithilesh. Nagrare)

E-Mail:- mithnagrare@gmail.com

Cell No.: 09881201783