



PRANAV PATIL

LOGISTICS EXECUTIVE

CONTACT

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📍 At. Mahad, Tel: Khalapur,
Dist. Raigad - 410203

EDUCATION

2020 - 2022

MUMBAI UNIVERSITY

- Bachelor of Commerce

2019

MUMBAI UNIVERSITY

- HSC

TECHNICAL SKILLS

- SAP S4
- Smart Warehouse
- VTS
- MS office (Microsoft Excel, Word, PowerPoint etc.)
- Tally ERP 9.0.
- Internet Browsing

LANGUAGES

- English
- Marathi
- Hindi

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

• **TATA BSL Steel PVT Ltd. Khopoli**

Logistics Executive
Work in SAP HANA

FEB-2023- PRESENT

- Making Loading slip, creating D.O's & Invoice (Dispatch document) for Export and Domestic.
- Delivery order creation for Dispatchable material Pipe, Tube, CrSheet, GPcoil.
- To certify bills of transporters.
- Follow upto Transporter for vehicle placement
- Invoicing and checking of invoice.
- To make necessary arrangement for loading and un-loading of finished goods.
- Checking all vehicles safety report's.
- Monitoring unloading labour bills as per plan, check the bill timely and send to head-office and Follow- upon payment.
- Safety Plan-I always make sure to wear a helmet, safety shoes and PPE kit for safety. I do check if labours and drivers are following safety rules to make sure the environment is safe for working.

**Zodiac Tank Container Terminals Pvt
Ltd**

JULY-2022 to DEC 2022

Computer Operator

- Assisting new staff & Workers with their joining formalities.
- Preparing daily reports, such as attendance, absenteeism, leave reports, latecoming & early going reports on daily/monthly basis.