

# Curriculum Vitae



## Manoj Milind Sawant

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- **Objective**

To work with a team in a challenging and competitive environment where I could improve my knowledge, capabilities and put them for the growth and development of the Organization.

- **Area of Interest:**

- ★ **Material Management, inventory Management.**
- ★ **Store & Logistic Areas, Dispatch**

- **Experience:**

- Working in Reliance Patalganga Pvt. Ltd as **Shift Engineer Work** under Bonace Engineering (Agency) From **Feb 2021** to **Oct 2023** .
- Working in Mohan Rocky springwater breweries as **warehouse officer** under agreement From **Oct2023** to **Apr 2024**
- Currently working in Quality speciality chemicals pvt ltd as **store officer** from **Apr 2024** to till the date .

- **Responsibilities**

- Ensure timely availability of raw material, packing material.
- Ensure FIFO while issue of chemical & packing material.
- Handling Store Work Inward / Outward Register maintaining.
- Updating Store Materials regularly as per requirement
- Making GRN Open quantity and Close quantity & Follow up Red quantity GRN
- Co-ordinate with planning team & get a monthly material requirement.
- Regularly checking physical stock and system stock.
- Check opening stocks as per reports on daily basis specially running items.
- Handling rejected material follow-up to send return back to vendor.
- Timely preparation of Purchase Requisition & regular indent of material.
- Make a usage decision of material after received Performance and QC report
- Making of inward outward register on daily.
- Daily checking raw material ST capacity.
- Taking stock at the end of the month (FG, Raw material, loose, packing, rejection, self rejection) update correction same.
- Coordinate & follow MOM (google excel sheet) while given batch wise details to dispatch team .
- Accept FG ARS from production team before acceptance cross check loose n FG material
- Handling FG for Export & domestic packing.
- Reporting self rejection use consumption weekly basis.
- Get a performance and quality inspection report of received material before making GRN
- Handover GRN document to HO daily.

- **Education Background:**

Course / Degree	Institute / Board	Year of Passing	GRADE..
S.S.C.	Mumbai Divisional	2014-15	60%
H.S.C.	Mumbai Divisional	2016-17	45%
B-com	Mumbai Divisional	2019-20	B+
M-com	Mumbai Divisional	2022-23	B+

- **Extra Qualification:**

- ★ Knowledge of SAP MM Model (ERP) software
- ★ MS Word, MS Excel, Tally ERP 9

- ✓ **Languages Known**

English, Hindi, Marathi

- ✓ **Hobbies**

Reading books, Playing cricket,swimming

- **Competencies**

- Quick learner & adapts well to changes and pressure in work place
- Managing relationships & working efficiently with diverse groups of people
- Committed to meeting deadlines and schedules
- Leadership skills to lead projects & handle work independently

- **Declaration**

I hereby declare that the details furnished above are true to the best of my knowledge.

**Date:-**\_\_\_\_/\_\_\_\_/\_\_\_\_

**Yours Faithfully**

**Place:-**\_\_\_\_\_

**(Manoj M Sawant)**