

Tushar Chandrakant Walkunde

EMAIL: tusharwalkunde68@gmail.com

Mobile no: +91 8390485746

CAREER OBJECTIVE

Efficient Store Officer adept at monitoring supplies and handling all required ordering. Committed to maintaining accurate inventories and ensuring that all goods and materials are properly and safely stored. Specialize in observing inventory trends and anticipating needs based on established patterns.

FORTTRAN STEEL PVT LTD

AUG, 2022 - JAN, 2024

Designation: - STORE & DISPATCH EXECUTIVE

Responsibilities

- They are responsible for managing inventory, overseeing customer service, and driving sales.
- Managing store operations.
- Maintaining inventory ensuring product availability.
- Handling customer requests, while also ensuring Compliance with company policies and safety regulations.
- Ensured that all materials and products were properly entered into database.
- Tracked the arrival of recently ordered materials.
- Ensured that all quality control procedures were followed.
- Identified and eliminated sources of pollution and other potential hazards.
- Coordinated efforts with all members of the store team.
- Checked incoming goods to verify that received items matched what was actually ordered.
- Ensured that all deliveries were stored according to storage instructions.
- Prepared required shipping documents and coordinated deliveries with vendors.
- Prepared shipping documents and tracked all incoming and outgoing goods.

MAS INDUSTRIES PVT LTD

JAN, 2024 – PRESENT

Designation: - STORE EXECUTIVE

Responsibilities

- Preparation of monthly MIS dispatch and analysis the service level of transport & order execution.
- Co-ordination and arranging Transportation
- looking stores activities (material inward, material placing, compatible location for material ,stock audit)etc.
- Order's processing from receiving to deliver.
- Supervision all warehouse manpower.
- Preparation all legal Documentation for dispatches (Invoice ,road permits etc.).
- Strong Coordination with Production for conduct order dispatches
- Controlling inventory finish good stock for Plant & branches.
- Execute standard operating procedures, identify areas of improvement, implement solutions, and provide ongoing feedback to store employees

Personal Strengths

- Can do" attitude for any new work responsibilities assigned to me.
- I am punctual, hardworking, self-motivated and sincere towards assigned work.
- Ready to take initiative.
- My strongest asset is my confidence, accuracy, positive approach.
- Like to work under challenging environment.

Educational Qualification

Sr. No.	Qualification	Institute	Year of Passing	Percentage
1	B.COM	SHIVAJI UNIVERSITY , KOLHAPUR	May-2022	62.33%
2	H.S.C	Mumbai University.	Feb 2019	68.62%
3	S.S.C	Maharashtra Board.	Mar 2017	65.00%

TECHNICAL SKILLS

- **RETAIL CHAIN MANAGEMENT**
- **OPERATIONS MANAGEMENT**
- **NEGOTIATION**
- **P & L MANAGEMENT**
- **SAP -ERP**
- **EXCEL & WORD**
- **TALLY ERP PRIME**

PERSONAL DATA

- DOB: 6th April , 2002.
- Marital Status: Single.
- Address: At- Kupwad Tal-Miraj Dist- Sangli ,State Maharashtra, MAHARASHTRA, INDIA
- Nationality: Indian.
- Languages Proficiency: English, Marathi & Hindi
- Hobbies: Listening to music, creating dream catchers,, Playing Cricket

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place: Kolhapur

Sign: Tushar Walkunde