**RESUME**



**PANKAJ VASANT SATPUTE**

**Email:** panksatpute@gmail.com

**Mobile:** +971-566431945 (UAE)

**Objective:**

Ambitious business professional dedicated to providing outstanding administration / customer service and cost control.

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| --- | --- | --- |
| CORE STRENGTHS | ⇒ Office administration | ⇒ Accounts / Supply chain / Inventory |
| ⇒ Storekeeper | ⇒ Co-ordination, Excellent communication & Interpersonal Skill |
| ⇒ Computer Skill | ⇒  MS office / Excel / SAP / ERP |
| ⇒ Language Known | ⇒ **English / Arabic / Hindi** |

**Work Profile**

**SUN METAL CASTING LLC -** A Leading Manufacturing & Trading Company.**UAE Nov 2014 - 2019**

**Designation: Contract / Account Assistant cum Office Administrator**

* As an accounts assistant cum Office Admin performed all clerical and multitask activities, as well as processing and recording transactions in the “Trade in House” software.
* Preparing Purchase Contracts for local and International suppliers, Make sure proper commodity, quantity & Quality as per company criteria mention in the Contract. Payment terms need to be highlight in the contracts
* Coordinate with Overseas clients and the suppliers regarding their requirement and same update to the concern department.
* **Maintained office neat and clean as per the UAE Protocol** (Fire extinguisher and other safety equipment in order).
* Also update Inventory data in the portal and submit to the management. If any discrepancy then update to the warehouse manager and management.
* Coordinate with Dispatch manager regarding dispatched of material **(Packing list /tagging /marking / special coding).**
* Monthly stock reconciliation and take physical inventory.
* Create payment request, and submit to the accounts department. And other regular work like Invoices entry, journal entry, ledger entry, sales, purchase entry, create new customer data in Tally.
* Maintain each and every document as per company policy and the procedure and also Maintain healthy relation with other staff.
* Prepared MIS report in the excel sheets, and submit to the management.
* Greeting the visitors and make arrangement of their stay (Book hotel suite, Air ticket Etc.)
* All other admin activities along with vendor selection for office new equipment, stationary, travel booking, filing files, etc.

**Jashanmal National Company LLC.**–(Group of wholesale Distributors & Retails GCC) Dubai.U.A.E.

**Oct-2012 to Nov2014**

**Designation: Sales Assistant - Appliances** Division

* Coordinate with Sales executive and the Sales manager regarding current offers / schemes.
* Coordinate with Outlet manager regarding special promotion and about display / podium.
* Representing company product in **Carrefour / Lulu hyper market / Deira and Sharjah City Centre** as per company requirement.
* Greeting and attending walk-in customer, approach with positive attitude.
* Selling Major Domestic Appliances and Small Domestic Appliances to customer with good gesture.
* Provide proper product features to the customer; give demonstration as per requirement to understand the proper use. Handled customer queries.
* Update weekly offers to the customer for getting good business.
* Maintained & developed good relations with outlet manager for getting good business.
* Keep a track on daily LPO’s & the delivery schedules, prepare documentation.

**Saleh Al Nahdi & Sons Group of Company** – Riyadh - **Kingdom of Saudi Arab** **March 2009 to April 2011**

**Designation: Store Keeper (Inventory Controller)**

* Communicate and Coordinate with all Engineers regarding their requirement.(CC TV Cameras, Lens, and Construction equipment’s etc.)
* Maintain daily records for all live stocks and update stock details to management / Accounts.
* Keep separate records for receipt material and provide details to account and purchase department, Create Goods receipt note(GRN) and Goods dispatched note (GDN) on daily basis.
* Quarterly and Yearly Stock reconciliation and provide data to the management.
* Update daily inventory, and prepare weekly &monthly MIS report in excel.
* Maintain warehouse neat and clean.

**Reliance Infocomm Ltd.** – Mumbai, INDIA **Feb2003 to Jan 2009.**

**Designation:** Logistic Assistant **(Inventory Controller)**

* Coordinate and monitor supply chain operation
* Maintain Inventory for all Mobile Handsets &Refill vouchers in **SAP**.
* Coordinate with other Web Worlds about stock details
* Keep track on Inventory received from Warehouse & coordinating with Warehouse.
* Make an Inventory report, GRN, STN through **SAP**, Updating Accessories in Portal for all Web-World, Preparing Monthly MIS Reports.

**Educational Profile:**

* B.Com. Graduate from Pune University in March-2002.
* H.S.C. from Maharashtra state board in Oct-1998.
* S.S.C from Maharashtra board in March 1995

**Personal details: -**

Permanent Address : 562 1/2, Sajjangarh CHS

Ramnagar (B), Amrutnagar,

Ghatkoper (W), Mumbai- 400086.

INDIA

Current Address : Bur Dubai, Al Fahidi metro station.

Date of Birth : 30th Jan, 1980.

Marital Status : Married.

Languages Known : English,Hindi,and Marathi.

Passport Details : S3744955

Passport Expiry date : 16/05/2028

Visa Status : **VISIT VISA**

(Pankaj V Satpute.)