*Mr. Takate Bhagwat Kisan.*

***Passport No:- M6745340 Date 10 Feb 2015 Expiry Date 09*** *Feb* ***2025***

***Mobile:*** *9724128950/9423226181 /8830266218/8007496187*

***E-Mail:*** *bktakate@gmail.com*

*takatebk@rediffmail.com*

***Skype I’d:*** *Bhagawat. Kisan. Takate.*

***Job Objective***

*To Accept the New challenges that will effectively utilize my capabilities and skills, so as to allow me give the best of my performance for the organization that I work for and take the organization to greater heights.*

* *A dynamic professional with over* ***14 years of experience*** *in PPC, Store, Excise, Logistic & Dispatch Department.*
* *Hands on Experience of working on* ***SAP*** *and past* ***ERP (INFOR/JD Edward****) system*
* *Experience in Engineering, foundry, construction, wind power industry.*
* *Experience in handling different Material store i.e –Mechanical, Electrical spare, Raw Material, Maintenance spare, chemical, packing material, project store material, civil, steel, sand, cement, fuail ,gas*

*Finished goods, consumable, Tool, wax, General store, job work, brought out item.*

* ***Total inventory cost handle: -30 to 35 corers***
* ***Handling number of items 2500 To 3000***
* ***Current company Turnover more than 1000 carors***
* ***Team manjment 30 to 40 no’s***
* *Possesses credibility & integrity that leaves long lasting business relationships with decision makers, generates loyalty*
* *An effective communicator with good interpersonal and analytical skills*

***Key skill:-***

* *Stores /warehouse Management - Indent, Receipt ,GRN, Issue , Ledger main,*
* *Manpower management -work allocation, training, manpower skill improvement, motivation*
* *MIS Reporting - daily, quarterly, half quarterly, yearly,*
* *Inventory Planning - Purchase Indent, ABC/XYZ Analisis*
* *Inventory Control -stock verification, face internal and external audit*
* *Warehouse Management -5s management, M.S.D.S, FIFO/LIFO Management.*
* *Local purchase management -disel,spare,*
* *Self-life item management -Daily*
* *Cross functional skill -*
* *Acet utilization -*
* *Cont. improvement -*
* *Instrument calibration - as per plan*
* *Quality and qty inspection -*
* *Non confirmative material management –*
* *Safety responsibility - man, material ,cost*
* *In bond /out bond movement / reverse logistic management*
* *E waybill applying*
* *invoicing*

***Organizational Experance***

***Vedanta Oil And Gas Ltd, Suvali Hazira*** *( Third* ***party Roal On Aarvi Encon LTD )***

***Location Suvali Near Hazira Port (Since dec 2021 – Till date )***

***As Material And logistics coordinator Offshore - (Reporting to Head - PE Opex, Cambay • Petroleum Engineering***

 ***Current Job Description***

 *Organizing Structured Stores Function, Staffing, Lay-out, Storing Systems, Preservation of Materials, Handling Systems and discipline in administration of Stores Function. Admitting Materials inside the factory , Verification of Shipping/Delivery Documents, Insurance Documents, GST / Central Excise Documents, Packing Slip, MSDS, Invoice ,TC etc., Instituting In warding system in Stores namely, Verification of the condition of the Consignment for Transport damages if any, and reporting , Weighing procedures, In bond And Out bond System In SAP.*

* *To coordinate with senior material managers (Corporate) procurement of materials (Domestic and Imports)*
* *Co-Ordination with Logistic Department for Dispatches In bond /out bond Material*
* *Controlling and Managing Day to Day Store activities.*
* *Controlling End to End Store Process Control*
* *To Lead & manage Regional Store / Warehouse*
* *Issuing callout po, service po ,PR, reservation*
* *Prepare and Approval RGP, NRGP gate pass vehicle entry pass*
* *Prepare and Approval TRF FOR Flight Ticket booking*
* *Controlling All Inward Materials Physical Stock Verification And Billing,*
* *Controlling Goods Receipt Report (GRN/MRR, SES)*
* *Control and Managed Material Inspection Activates*
* *Checking of all incoming Material Bills passing*
* *Communicate the Quality related issues to vendor immediately*
* *Daily monitoring stock of Raw, Consumable, Packing Material, Tooling, Chemical ,Paint ,Maintenance Material.*
* *Maintaining Self Life Item*
* *Physical stock verification variance analyses*
* *Ensuring the 100% Required Materials availability as per the production plan*
* *Preparation of nonmoving, slow moving and dead inventories and co-ordination with concern persons.*
* *Monitoring Of Schedule Vs Supply on Monthly Basis*
* *Responsible For Maintain FIFO System*
* *Maintain Materials Safety Data (MSDS)*
* *Coordination with Other Department i.e., Production, Account, PPC, Finance, Hr., Admin, Quality Department.*
* *Monitoring materials issued to the production and FG materials returned to the stores/FG Store*
* *Prepared material inspection notes and looked after arrangement of samples for incoming raw material inspection*
* *Accurate maintenance of internal issue records as per material issue slips*
* *Ensured the maintenance of stock levels as per the defined standards*
* *Maintenance of all stores related documents keeping in alignment with TS audit*
* *Scrutinizing the POs and receiving invoices in alignment with inward materials*
* *Ensuring minimum stock level at all times as per the pre-defined standards*
* *Advance preparations for TS audits through proper maintenance of documents for audit purpose*
* *Preparing Chalan /tax invoice/ E waybill*
* *Managing the Near Expiry, Expired and Dead stocks*
* *Managing all regulatory stock audits and inspections*
* *Follow-up for Purchase order/ PO amend/PO linkage.*
* *Ensuring material requisitions are received from the stores/ respective dept*
* *Ensuring all the purchase orders are raised as per the finalized rates and terms and conditions*
* *Ensuring materials are purchased from supplier validated and approved by the Respective Quality Assurance department only*
* *Checking and authorizing all the purchase orders*
* *Managing all the pending purchase orders and ensure follow-up is taken with the suppliers for the on-time delivery*
* *Communicating any delays in the deliveries to the production department and stores/project*
* *Managing supplier payments by follow-up with the accounts and finance department*
* *Managing relations with the existing suppliers Functional Area Supply Chain, Logistics, Purchase, Materials*

***Vestas Wind Technology India LTD, (Third party Roal On Aarvi Encon LTD ), trichy in tamandu ,current location Bhuj /jodia/ Ahmadabad / halol / –Gujarat Project (Since April 2018 – 20 march 21 )***

* ***As Stores In charge as well as logistics coordinator- (Reporting to site in charge and sr. manager export/ import Chennai corporate office )***

***Wind World India Ltd, All India Basis, At -Gadag - Karnataka and Jamnagar-Gujarat(from-July 2015 To April 2018)***

*As Stores Officer, (Reporting To plant head and functionally SR. Manager Materials Corporate Mumbai. )*

***Right tight fasteners pvt ltd, sinner, dist.- Nashik, (From sep 2012 – June 2015)***

*As Stores Officer (Reporting To plant head and managing director ).*

***Uni Deritend Ltd., Nashik, (From April 2007 –Aug 2012)***

*As Stores Keeper Reporting To dy. Manager Materials .*

***Bharat Glass Tube Ltd., Nashik, (From Dec 2005 – Dec 2006)***

***As Stores Assistant Reporting To store Incharge***

***COMPUTER PROFICIENCY***

* *MS – Word*
* *MS – Excel*
* *MS – CIT*
* *Power Point*

***EDUCATIONAL CREDENTIALS***

* *Appear For Post Graduate* ***Diploma in Logistics and Supply chain Manegment***

*Last semester (Welengkar Institute Of Management Studies , Mumbai )*

* *Ms CIT MKCL Mumbai in 2005 With 76%*
* ***B.A*** *(Geography) from Pune University in 2004, with 59 %*
* *XII from Nasik Board in 2000, with 67 %*
* *10 th Nashik Board in 1998 , With 58 %*

***PERSONAL DETAILS***

* ***Address-,Rom No 1,Shinde naigaon road ,near Manoday Hotel , Shinde 422101***
* ***DOB:*** *June 17th 1982*
* ***Marital Status:*** *Married*

***Declaration:*** *I hereby declare that all the above-mentioned information is correct and true to the best of my knowledge.*

***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Mr. Takate Bhagwat Kisan***

***Date: / / 2022***

***Location: India***