

AMOL. K. PHADTARE

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EDUCATIONAL QUALIFICATION

Stream: M.B.A in Logistic Supply Chain Management.

Year	Degree	School/ College	Board/ University	Percentage
2012 to 2014	MBA	Dr D.Y.PATIL COLLEGE	Dr D.Y.Patil University	66.30%
2011	B.COM	C.K.T College, Khanda Colony	Mumbai University	49.50%
2008	HSC	Sudhagad Education Society	Maharashtra State Board	66.33%
2006	SSC	Sudhagad Education Society	Maharashtra State Board	56.26 %

PROFESSIONAL SKILLS

- **Operating System:** Windows 07/XP
- **Office Suit:** Microsoft Office 2003/2007
- **SAP System.**

CO-CURRICULAR ACTIVITIES

- Participated in Safety Road campaign program.
- Participated in one day industrial visit to Jawaharlal Nehru Port Trust.

EXPERIENCE

Company Name- Vipul Tools Center. (Xceed Group)

Joining Date- 8th Nov 2014 to 31st Jan 2016

Experience- 1 Year 3 Months.

Designation- Warehouse Executive.

Responsibilities-

- ❖ To keep records of shipments of which is arrived.
- ❖ To coordinate with dispatch team to give delivery of urgent dispatch on priority.
- ❖ System updating and maintaining documents.
- ❖ Resolve the queries of mails, about courier tracking their material.
- ❖ Undertake through physical inventory of the entire warehouse stock once a moth.
- ❖ Controlling No of dispatches.
- ❖ Executive smooth and speed operation with help of system.

COMPANY NAME- Infiniti Retail Ltd. (A TATA Enterprise)

Joining Date- 8th Feb 2016 to 4th May 2019

Experience- 3 Years 3 Months.

Designation- Back Dock Controller. (BDC)

Responsibilities-

- ❖ Making GRN & Store To Store Transfer GRN in SAP System.
- ❖ Responsible for preparing monthly store wise stock reports.
- ❖ To keep record and maintain cycle counts of the entire inventory in the store.
- ❖ Receiving and verifying the inventory with the purchase order listings.
- ❖ Shorting all goods and stacking them appropriately.
- ❖ Reporting loss, damage and any such discrepancies to the supervising authorities.
- ❖ Assisting in the labeling, tagging and packaging of the goods.
- ❖ Maintaining proper documentation processed for the receipt of the good and supplies.
- ❖ Ensuring the timely dispatch of the goods to appropriate destinations.
- ❖ Coordinating and synchronizing work functions with the vendors, suppliers and other internal departments of the stores.
- ❖ Maintaining cleanliness and order in the back dock and complying with all safety norms while carrying out work functions.
- ❖ Reporting discrepancies such as loss and damage of the goods to the supervising manager.

COMPANY NAME- SAHARA DREDGING LTD

Joining Date- 8th July 2019 TO 30th Nov 2019

Experience- 4 Months

Designation- Store Keeper

Responsibilities-

- ❖ Accountable for and authorized to ensure that any and every procurement is routed through me and responsible for the movement Stock in Yard.
- ❖ All Inventory of the entire stock of consumables, stores and fuel which is at the Yard and also any other site in India.
- ❖ Responsible for Planning, Procurement and Sourcing of all types of materials for all our Vessels.
- ❖ Update and Provide inventory records to the company on a daily basis.
- ❖ Responsible for maintaining all the Accounts and Transaction pertaining to the yard and will co-ordinate with the Account department at H.O.
- ❖ Responsible for ensure that all the Bills Vouchers and Accounts related documents are always maintained properly and in Order.

COMPANY NAME - NOCIL LTD (WIZE-MEN HR SOLUTION)

Joining Date- 14th Dec 2020 TO TILL DATE

Experience- 1 Year

Designation- Warehouse Executive

Responsibilities-

- ❖ Responsible for Despatched Material to customer for Management planning.
- ❖ Responsible for Ticket accounting in SAP Software which we received Material from the plant.
- ❖ Responsible for Vehicle Tracking for Telenity vehicle tracking and Update in Excel file.
- ❖ Responsible for ton Bags and sent back to the plant for rework.
- ❖ Responsible for Stock take for Monthly basis and reporting to Manager.
- ❖ Responsible for code labeling to stickering each bags as per customer requirement.
- ❖ Invoice generating in SAP as per loading vehicle.

PERSONAL PROFILE

Name : Amol Kundlik Phadtare
Date of Birth : 26th November 1990
Gender : male
Nationality : Indian
Marital Status : Single
Hobbies : Listening music, playing cricket.
Languages Known : English, Hindi and Marathi.

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Date :

Place :

(AMOL K PHADTARE)